NEWFOUNDLAND POST OFFICE CIRCULAR 1946

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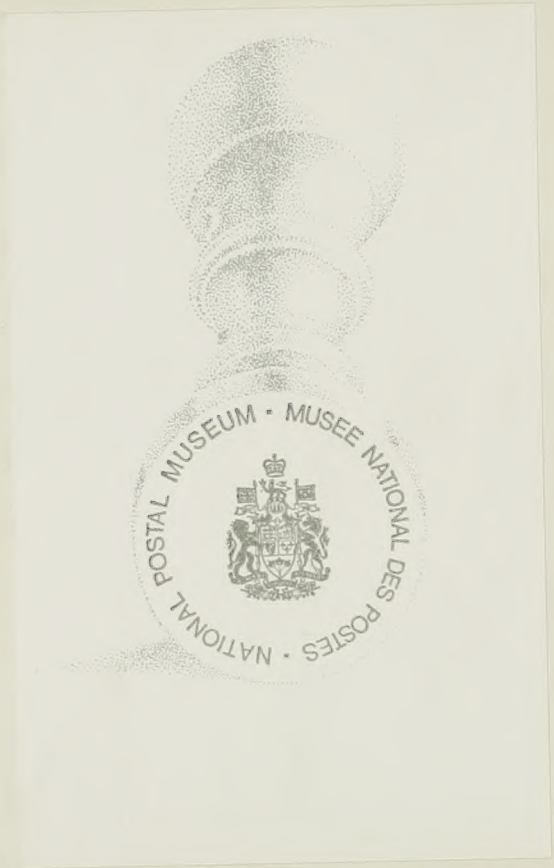
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N43
1946

POST OFFICE CIRCULAR.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

(Index of Post Office Circular, 1946. pages 1549-1652)

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POST OFFICE CIRCULAR.

THURSDAY, 31st JANUARY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All apointments, under present conditions, are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Whitbourne ..... Mr. Charles Warren to be Line Repairer as from the 13th. November, 1945.

Whitbourne ..... Mr. Cyril Gosse to be Line Repairer as from the 13th. November, 1945.

Arnolds Cove ..... Mr. Cyril Bollard to be Line Repairer as from the 13th. November, 1945.

Arnolds Cove ..... Mr. Reginald Benson to be Line Repairer as from the 13th. November, 1945.

Gambo ..... Mr. Jesse Eastman to be Line Repairer as from the 13th. November, 1945.

Windsor ..... Mr. William Moores to be Line Repairer as from the 13th. November, 1945.

Lally Cove ..... Mr. George T. Baker to be Postmaster and Telephone Attendant as from the 24th. December, 1945.

Burnt Islands, B.L.P. ..... Mrs. Winnifred Thorne to be Postmistress and Telephone Attendant as from the 5th. January, 1946.

Channel ..... Miss Geraldine Gillam to be Messenger-Assistant as from the 2nd. January, 1946.

St. John's East ..... Miss Betty Kavanagh to be Counter Clerk as from the 26th. January, 1946.

North Syney ..... Mr. Henry Lee Nash, Assistant, who was granted leave of absence to join the Canadian Armed Forces, resumed duty as Assistant as from the 2nd. January.

Stores Branch, G.P.O. ..... Mr. William Taylor to be Porter as from the 21st. January, 1946.

Fort de Grave ..... Miss Mona Christopher to be Postmistress and Operator as from the 1st. January, 1946.

RETIREMENTS

St. John's Telegraphs ..... Mr. Patrick McGrath, Operator, effective the 18th. December, 1945 on medical grounds.

Grole ..... Mr. John Jackman, Postmaster and Telephone Attendant, effective 31st. December, 1945 on medical grounds.

TRANSFERS

St. John's Telegraphs ..... Mr. Michael Fleming, Assistant Gander, to be Teleprinter Operator St. John's as from the 18th. January, 1946.

Stores, G.P.O. ..... Mr. Edward Halley, Line Repairer, to be Porter Stores Branch as from the 1st. January, 1946.

VACANCY

St. Lawrence ..... Position of Postmaster and Operator. Salary $720.00 per annum with War Bonus in addition of $300.00 p.a. for women and single men and $396.00 p.a. for married men. Applicants should give the usual particulars.

MAILS

Interference with Postage Stamps Affixed to Mail Matter

Postmasters will please bring to the attention of all members of their staff the fact that interference with postage stamps affixed to mail matter is a contravention of Section 77, Cap 35 of the Consolidated Statutes; which reads as follows:

"Everyone who, with fraudulent intent, removes from any letter, newspaper, or other mailable matter sent by post, any postage stamp which has been affixed thereon, or wilfully, with intent aforesaid, removes from any postage stamp or post-card, post band or wrapper which has been previously used, any mark which has been made thereon at any Post Office, is guilty of a misdemeanor and liable to imprisonment for a term not exceeding three years.

Resumption of Service with Austria

The United Kingdom Postal Administration has advised that postal communication with Austria has been restored on a restricted basis limited to non-illustrated post cards and letters up to a maximum weight of 1 oz. on personal and non-transactional matters only.

Correspondence to Head Office

Complaints are being received from various sections at Head Office that correspondence is received without the name of office being shown. This also applies to statements and other official reports. The failure of officials to show the name of office results in considerable delay in the dealing with correspondence and disposal of same.

It is also requested that officials, when replying to correspondence from Head Office, refer to the reference number which will be found atthe top left hand corner.

Inclusion of Skeins of Wool in Parcels

The Department of Supply notifies that "Skeins of Wool" may now be included in parcels addressed to place abroad without the obtaining of a special permit.

Postmasters should post this notice on the public side of their office for information of the public.

Tying Bundles of Letters

The manner in which letters are tied in bundles by certain offices is very unsatisfactory. It frequently happens that, owing to insecure tying, letters are received loose in bags at St. John's and by the T.P.O.'s with the result that expeditious handling of the mails is interferred with and there is greater risk of letters failing to make due connections.

The aim should be to use the minimum amount of twine with the maximum amount of security and this aim can be achieved if care is taken to see that the bundles are tied tightly so that they cannot work loose, and if a secure knot is used which will not become unfastened in transit.

Officers should always be economical in the use of twine. The twine securing a received bundle of letters should invariably be cut near the knot so that it can be used again.

ACCOUNTING

Money Orders Issued on the United States

The following notice was despatched to all offices through the News Despatch on the 15th. January, 1946:

"The Foreign Exchange Control Board has advised that effective immediately Money Orders may be issued to permanent residents of Newfoundland, United States Base personnel or members of the U.S. Forces serving in Newfoundland, up to an amount which together with all other remittances by the same applicant whether through the Post Office or otherwise, does not exceed $100.00 U.S. in a calendar month. This amount of $100.00 may be issued in one money order; the former limitation of $10.00 for any one order is hereby cancelled."

Paid Money Orders Improperly Date Stamped

Notice has been taken that some Postmasters when paying Money Orders use a rubber stamp showing date only instead of the official stamp showing the name of office and date. Postmasters are reminded that a clear date stamp on a paid Money Order is most important.

Endorsement of Paid Money Orders

It has been observed that in many instances it is necessary to return Money Orders to certain offices for endorsation. When a Money Order is presented for payment the first concern of the Postmaster should be the signature of the payee. It must be understood that the responsibility in this connection is placed on the official who effects payment of the order.

TELEGRAPHS

Tenders for Poles

The following notice, calling for tenders for poles, which has been mailed to offices concerned, should be exhibited on the public side of the office:

"Tenders are invited for a supply of telegraph poles for the following sections:

Between St. John's and Windsor:

1,301	poles,	20	ft. in	length	7 inches	top diameter
106	"	25	" "	"	" "	" "
32	"	30	" "	"	" "	" "

Between Windsor and Corner Brook:

1,088	poles,	20	ft. in	length	6 inches	top diameter
51	"	25	" "	"	" "	" "
14	"	30	" "	"	" "	" "
2	"	35	" "	"	" "	" "

Come By Chance	224	poles,	18	ft. in	length,	5 inches	top diameter
Baine Harbour	168	"	18	" "	"	5 "	" "
Bonne Bay	232	"	18	" "	"	5 "	" "
Badgers Quay	124	"	18	" "	"	5 "	" "
Baie Verte	144	"	18	" "	"	5 "	" "
Cow Head	120	"	18	" "	"	5 "	" "
English Harbour West	72	"	18	" "	"	5 "	" "
Garnish	184	"	18	" "	"	5 "	" "
Grand Bank	32	"	18	" "	"	5 "	" "
Griquet	232	"	18	" "	"	5 "	" "
Harbour Buffett	152	"	18	" "	"	5 "	" "
LaScie	232	"	18	" "	"	5 "	" "
Lethbridge	128	"	18	" "	"	5 "	" "
Little Bay	264	"	18	" "	"	5 "	" "
Lamaline	280	"	18	" "	"	5 "	" "
Marystown	288	"	18	" "	"	5 "	" "
Nippers Harbour	128	"	18	" "	"	5 "	" "
Pools Cove	120	"	18	" "	"	5 "	" "
Port Saunders	184	"	18	" "	"	5 "	" "
St. Anthony	136	"	18	" "	"	5 "	" "
St. Georges	48	"	18	" "	"	5 "	" "
Sound Island	120	"	18	" "	"	5 "	" "
Tacks Beach	144	"	18	" "	"	5 "	" "

All the above poles must be black spruce or juniper, sound straight timber, fully rinded, measuring not less than the diameter at the top for each class of poles.

Delivery to be made not later than 1st. May, 1946.

For main line poles tenders should state price per pole loaded on Railway cars at siding and at what points on Railway poles would be loaded.

For branch line poles, tenders should state price per pole distributed along line as shown in notice mailed.

The lowest or any tender will not necessarily be accepted and the Department, in accepting the price of any tender, reserves the right to determine the number of poles which shall be supplied by any contractor.

Tenders will be received up to the 15th. February, 1946, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "Tender for Poles" and in each case the quantities and dimensions of poles offered should be stated.

Disciplinary Action in Connection with the Loss of, and Errors in Telegrams

The regulation governing the above is repeated for information:

"Owing to the increasing number of telegrams which are disclosed to have been lost within recent months, due, in practically all cases, to the failure of operators to carry out the regulation requiring the regular inspection of "Sent" files to ensure that all telegrams bear the proper evidence of transmission, and/or, failure properly to check numbers with the circuit number sheets, and negligence which is tantamount to dereliction of duty, a more serious view of the matter is necessary. The present policy of imposing a fine of ten cents on the official responsible for the loss of a telegram shall therefore be discontinued and effective the 1st. March, 1943, a fine equivalent to the amount of the charges on the telegram lost (which have to be refunded to the sender) shall be imposed on the official responsible, in respect of the first loss; for the second, loss of pay for one day; for the third, more drastic action will be considered.

The above will also apply to errors in figures or figure words, where it is shown that such errors were due to non-application of the regulation governing the transmission of figures and figure words.

Failure to produce proper proof of delivery of a telegram to the addressee on the part of the office of destination which results in a refundment of tolls being necessary will be treated as a lost message and the amount refunded will be chargeable to the official at fault.

In cases where responsibility cannot be definitely placed on one official the amount refunded will be charged equally between the officials concerned.

Officials are reminded that in many cases the amount to be refunded may be considerable and the decision to charge such refundments to the official responsible for the error or lost message is based on the fact that such occurrences are definitely the result of negligence and failure to carry out the simple and specific rules governing the proper checking of files, number sheets and repetition of figure and figure words. Such failures, besides being troublesome to users of the telegraph system, bring the work of the Department into disrepute and can be avoided if the staff gives proper attention to the regulations prepared for their guidance."

Restogram (Telegram to be called for) Service (via Cables and Wireless Limited)

The above service is now available with Antwerp, Brussels, Batavia, Cocos, Hong Kong, Penang and Singapore.

Service with Rangoon, Burma and Malaya

Any authorized language or code and registered addresses are now admissible to the above mentioned places.

Expeditionary Force Message Service

Restrictions within the British Empire regarding signature in E.F.M. Messages have now been removed but still apply to such messages to the United States forces.

Service with China

Texts of commercial telegrams with Hankow, Peiping, Shanghai, Tientsing, and Tsingtau, are no longer subject to limitations of the exchanging of facts and information.

Service with Argentine

Pre-war regulations which require the name of code used in telegrams must be indicated in the preamble and that the use of private codes is restricted to those for which authority has been granted by the Argentine Government, are still in force. The restrictions do not apply to Government telegrams.

POST OFFICE CIRCULAR.

THURSDAY, 14th. FEBRUARY, 1946.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Belleoram ..... Miss Edna Fudge to be Messenger as from the 1st. February, 1946.

Channel ..... Miss Ruth Jeans to be Messenger-Assistant as from the 25th January, 1946.

North Sydney ..... Mr. Daniel Ferguson, Jr., to be Assistant as from the 1st. February, 1946.

Lethbridge ..... Miss Audrey Noble to be Messenger-Assistant as from the 1st. February, 1946.

VACANCIES

Applications addressed to the Secretary will be received up to the 15th. February for the following positions:

Grand Bank ..... Position of Assistant with telegraph qualifications. Salary $720.00 per annum. War Bonus in addition of $300.00 per annum for women and single men and $396.00 per annum for married men.

St. Alban's ..... Position of Postmaster and Operator. Salary $600.00 per annum. War Bonus in addition of $270.00 per annum for women and single men and $330.00 per annum for married men.

RULES FOR DISCIPLINE AND GUIDANCE OF CIVIL SERVANTS

It has been found necessary to repeat the following rules taken from the Rules for Discipline and Guidance of Civil Servants (Blue Book):—

Rule 17. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate the certificate must be renewed. (Certificates which are submitted to cover periods of absences must comply with the above requirements otherwise they will not be accepted. Officials should request their doctor to give these particulars on the certificate in order to avoid making a second request.

Rule 18. The number of days for which pay may be given without a medical certificate may, in no case, exceed seven in any period of twelve months. (For example: An official is off duty on sick leave for one day each month for seven months. There are therefore seven days sick leave entered on that official's Absence Record. Should that official have any sick leave for the balance of five months in the year it would exceed the limit of seven days in a year for which pay may be allowed

and unless a medical certificate is produced to cover this excess sick leave, pay will be deducted for the number of days over the limit.)

Rule 21. If any person in a Department is injured by an accident arising out of and in the course of his or her employment, whether sick leave is taken or not, that person is promptly to give notice in writing (if possible) of the circumstances to his immediate superior officer. Full details of the accident are to be given showing the date, time, place and cause, and giving the full names and addresses of any witnesses present. A medical certificate stating the precise nature of the injuries should be submitted at the earliest possible moment, in all cases where sick leave is taken, to the superior officer to whom notice of the accident was given. Superior officers are in all cases to forward all the correspondence regarding injuries to the Secretary of the Department accompanied by a covering report regarding the circumstances which caused the injury and any further relevant details.

SICK LEAVE WITH PAY

In accordance with Treasury regulations sick leave with pay may only be awarded to temporary officials (that is, officials who have been appointed since September, 1939) on the following scale:—

Length of Service	Sick Leave With Pay
One month.	None.
Two to six months inclusive	Three weeks on full pay.
Seven to twelve month inclusive	Four weeks on full pay.
Over twelve months	Six weeks on full pay and Six weeks on half pay.

It should be noted that in calculating sick leave Sundays are included. For example: If an official reports ill on Saturday and does not report for duty until Tuesday, sick leave for three days is charged against that official. If, however, that official had reported for duty on Monday morning, only one day sick leave would be charged, that is, for Saturday.

Officials should study these regulations carefully for their future guidance.

DEDUCTIONS FROM SALARY

Deductions from January salary were made from members of the Civil Service Association as follows:—

New members	$1.50	Membership fee of $1.00 and .50c. entrance fee.
Old members	$1.00	Membership fee.

BIRTH AND MEDICAL CERTIFICATES

All appointees to the Civil Service are required to furnish a birth certificate and a certificate of medical fitness on appointment. Officials, who have not already furnished these certificates, should attend to this matter immediately.

Birth certificates will be returned under registered cover as soon as they have been entered in the records and checked by the Auditor.

If it is impossible to obtain a birth certificate, every effort should be made to produce a baptismal certificate which should show the date of birth, and if that too, for any reason is impossible a sworn declaration should be completed before a Justice of the Peace, Magistrate or Clergyman. It must be understood that the sworn form will only be accepted where it is impossible to obtain a birth certificate.

STATISTICAL REPORTS

In spite of the notices at pages 1462 and 1519 of the Post Office Circular, many Postmasters continue to forward Monthly Traffic Reports and Semi-Annual Reports to the Statistical Officer under registered cover. **It is no longer necessary to register these reports.**

A check of the reports received in November, 1945, reveals that 136 offices disregarded instructions, either flagrantly or failure to read the Post Office Circular.

POSTAGE RATES

Attention of Postmasters is drawn to the notice appearing on pages 1502 and 1519 of the Post Office Circular of the 19th. July and 13th. September, 1945, respectively. Postmasters should note that the rate of one cent for every four ounces or fraction thereof applies to Newspapers and Periodicals. The rate in respect of printed papers is one cent for two ounces or fraction thereof. A list of the matter accepted under the printed paper rate will be found on pages 2, 3 and 4 of the Rate Book. The Rate Book should be amended to show printed paper rate as one cent for two ounces or part of two ounces instead of 2 cents for two ounces or a part of two ounces which is at present shown.

TELEGRAPHS

Telegraph Traffic December

Class	1944	1945	Increase	Decrease
Paid Telegrams	85,197	97,584	12,387	——
Priority	10,803	11,890	1,087	——
Phono-telegrams	1,774	1,813	39	——
Total Paid Traffic	86,971	99,397	12,426	——
Deadhead and Service Messages	8,349	9,517	1,168	——
Telegram Equivalent Public Despatch	3,300	4,930	1,630	——
Total Traffic	98,620	113,844	15,224	——

During the month 11 complaints were received and dealt with. In 8 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials. In addition 5 cases of irregularities were disclosed through routine supervision. Fines ranging from .10 cents to .30 cents were imposed on 4 officials as a consequence. The comparative figures for the same month last year were: 10, 6, 5, and 4.

Telegraph Traffic Year 1945

Class	1944	1945	Increase
Paid Telegrams including Priority	855,775	938,384	52,609
Priority	122,165	127,612	5,447
Phono-telegrams	22,126	23,393	1,267
Total Paid Traffic	907,901	961,777	53,876
Deadhead and Service Messages	106,907	113,684	6,777
Telegram Equivalent Public Despatch	38,130	50,900	12,770
Total Traffic	1,052,938	1,126,361	73,423

During the year 160 complaints were received and dealt with. In 83 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 115 cases of irregularities were disclosed through routine supervision. Fines were imposed on 85 officials as a consequence. The comparative figures for last year were: 201, 109, 66 and 112.

Service with Austria

Public Telegraph service with Austria is now restored, restricted in case of business telegrams to those ascertaining facts and exchanging information.

English, French, Russian, German are the only languages admitted and the use of code or cypher is not allowed.

Deadhead and Service Messages

Renewed attention is called to the necessity of using these systems only where it is essential and where the use of the mails cannot serve the purpose.

ACCOUNTING

Rate for Phonotelegrams

It has been observed that many Telephone Attendants charge at the rate .15c. per ten words and .02c. for each additional word. This rate is incorrect. The rate chargeable on phonotelegrams is: .15c. for ten words or less and .01 cent for each additional word.

COLLECTION OF RADIO LICENCE FEES FOR 1946

MONEY ORDER OFFICES

All Radio Licences issued during last year previous to 31st. December expired on that date.

Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving Sets in the districts served by their offices, and, if a licence is not obtained within one week, a final notice (Form 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving Sets withou ta licence.

The date of expiration of licences issued during 1946 should be shown on the licence as the 31st. December, 1946.

NON-MONEY ORDER OFFICES

Postmasters at Non-Money Order Offices should prepare a list of persons operating Receiving Sets in their locality and forward a copy direct to the Chief Accountant at Head Office, who will issue the necessary notification cards and forward to the Postmaster for delivery.

On receipt of a Radio Licence fee the Postmaster must give a receipt and send the amount to Head Office. A Licence will then be issued and mailed to the licencee direct.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Toronto Postal Station "N" ..... 858-26,771 to 858-28200 inclusive
(Office numbered 4576)

Stolen United States Money Order Forms

The following United States Postal Money Order forms have been reported stolen:—

Anniston, Fort McClellan Br. Unit 9	10,008 to 10,200
Butte, Sta. 1. Mont.	7,341 to 7,400
Duluth, West End Sta. Minn.	334,191 to 334,200
Huntington Park, Sta. 4 Calif.	176,580 to 176,600
Kearney, Nebr.	29,601 to 29,800
Medora, Ill.	109,314 to 111,000
Milwaukee, Sta. 89 Wis.	100,401 to 100,600
New York, 13767 Br. N.Y.	1 to 10,000
Rector, Ark.	422,796 to 422,800

POST OFFICE CIRCULAR.

THURSDAY, 28th FEBRUARY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hare Bay, B.B. ..... Mrs. Triffie Collins to be Postmistress and Telephone Attendant as from the 14th. February.

Gander ..... Miss Marguerite Moore to be Telephonist as from the 22nd. February, 1946.

Gander ..... Miss Marion Maher to be Telephonist as from the 24th. February, 1946.

TRANSFER

Gander ..... Mr. John Barry, Indoor Messenger St. John's Telegraphs to be Teleprinter Operator at Gander as from the 17th. February, 1946.

TELEPHONE OFFICE OPENED

Michael's Harbour ..... A public Telephone Office was opened at Michael's Harbour on the 20th. February, 1946. The Telegraph connecting office is Lewisporte.

FACILITIES WITHDRAWN

Brigus Junction ..... Postal facilities were withdrawn from the Railway Office at Brigus Junction on the 31st. January, 1946.

PROSECUTION OF POSTMASTER AT NORRIS ARM

Mr. John McGrath, Postmaster and Operator at Norris Arm, was arrested on the 19th. February, 1946 and charged with the raising of a telegraphed Money Order from $22.00 to $322.00. He was tried at Grand Falls and fined $40.00 with $300.000 compensation. He was again arrested on the 21st. February and charged with the embezzlement of $349.25. He pleaded guilty and was fined $349.25 or in default to nine months hard labour.

SEMI-ANNUAL STATISTICS

All Postmasters are required to note that the Semi-Annual Statistics normally due to be taken in April, 1946, will not now be taken until May, 1946, A simplified and improved form will be distributed to all offices in connection with these returns.

Monthly traffic reports will continue to be made as at present.

ANNUAL LEAVE

Postmasters are requested to forward to the Secretary the names of persons in their vicinity who have telegraphic qualifications and who would be available for relief work during 1946.

It should be realized that annual leave depends upon the number of relief officials available. Every effort should be made by Postmasters who have students studying telegraphy to qualify these students in order that they may be available to relieve.

SECRECY

The staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come under their notice in the course of their official duties. The divulgence of any such information is an offence against the Official Secrets Act.

INFORMATION RESPECTING MAIL MATTER

No information can be given respecting letter or other mail which passes through a Post Office, except to the person to whom it is addressed and to the senders when enquiring regarding delivery.

Postmasters are not permitted to furnish any information of any kind respecting the names or addresses of persons who post and receive mail at their respective offices.

In no circumstances is a Postmaster authorized to open the letter of another person received for delivery at or passing through his office.

Any breach of these regulations will be sufficient to subject the Postmaster to immediate dismissal.

REPAIRS TO PUBLIC BUILDINGS

Postmasters will, in future, when requesting authority to effect repairs to public buildings, advise the approximate cost. It is advisable to have an estimate of the cost made by a competent carpenter; the cost should include materials and labour.

BILLS FOR PAYMENT

It is observed that bills are still presented for payment without being properly certified and full particulars given. All bills should be certified as follows:

"Certified correct

.....(Signature of P.M.)
Rank."

Bills for relief work should show the dates of employment.

Bills for board should show the dates during which the expenditure was incurred.

All bills should show the number of the expenditure order.

ACCOUNTING

Date Stamping of Cheques

In spite of repeated instructions many Postmasters continue to forward cheques with remittances to the Cashier, Head Office, and to the Bank of Montreal on Money Order account, on which no date stamp of the office remitting is shown; this omission causes considerable inconvenience.

When preparing remittance Postmasters must date stamp all cheques; also ensure that the cheques have been properly endorsed. Instructions with reference to endorsement of cheques may be found in the Post Office Circular.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:
Hamilton, Chedoke, Ont ... . 859-75725 to 859-75800.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order forms have been reported stolen:

Colony, Okla	80,158 to 80,200
Estill Springs, Tenn	76,487 to 77,000
New York, U.S.S. Celeno Br. (Office No. X5830)	2,010 to 2,200

The above Money Orders, if presented at a Newfoundland Post Office, must not be accepted for payment.

Money Order Enquiries

When making application for authority to repay Money Orders or making any enquiries regarding same, Postmasters should ensure that the date of issue, with full particulars of the order, is stated.

TELEGRAPHS

Telegraph Traffic January

Class:	1945	1946	Increase	Decrease
Paid Telegrams including Priority	59,766	63,991	4,225	.....
Priority	8,633	9,076	443	.....
Phonotelegrams	1,575	1,603	28	.....
Total Paid Traffic	61,341	65,594	4,253	.....
Deadhead and Service Messages	8,057	9,602	1,545	.....
Telegram Equivalent Public Despatch	2,930	4,650	1,720	.....
Total Traffic	72,328	79,846	7,518	.....

During the month 13 complaints were received and dealt with. In 8 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 6 cases of irregularities were disclosed through routine supervision. Fines ranging from .10 cents to .54 cents were imposed on 4 officials as a consequence. The comparative figures for the same month last year were: 17, 6, 5 and 7.

Collect Service with the United States

The "collect" telegraph service with he United States which was suspended during the war was restored as from the 18th. February, 1946.

Prepaid Reply Service with Austria

Prepaid Reply Service with Austria has now been restored.

Service with China

Telegrams may now be accepted to all parts of China and for Harbin and Mukden, Manchuria. All telegrams are subject to sender's risk.

Expeditionary Force Message Service

Only restriction now in effect re signatures in E.F.M. and senders own composition messages to and from the United States Forces is that they are limited to three words.

Free Delivery of Telegrams

The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a Messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

In every case confirmation of delivery must be obtained.

Notice of Non-Delivery and Expressage of Telegrams

Attention is drawn to the procedure which appears on page 1187 of the Post Office Circular in connection with non-delivery and expressage of telegrams and which reads as follows:

"In the absence of a notice from the office of destination to the contrary, it is taken for granted that a telegram has been correctly transmitted and duly received.

When a telegram cannot be delivered by the usual Messenger service or where it is addressed to a point without telegraph connection the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger, a non-delivery notice should be in the following form:

> ". . . . .yours (date) John Smith, Cabot Cove, undelivered, party lives five miles from office. Expressage one dollar, otherwise go by mail Saturday."
>
> From ....."
>
> (Expressage is the telegraph term used for special delivery)

If the telegram is to be sent out by special delivery the originating office replies as follows:

> "Our Smith, Cabot Cove, express immediately, credit you $1.00."

On receipt of this order the delivery office will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the checks for that date. A receipt must be obtained and attached to the account for that term.

POST OFFICE CIRCULAR.

QUERITE PRIMUM REGNUM DEI

THURSDAY, 14th MARCH, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Clarenville South ... Mrs. John Strong to be Telephone Attendant as from the 1st January, 1946.

Great Burin ... Mr. Lewis C. Hollett to be Postmaster and Telephone Attendant as from the 5th March.

Tilting ... Miss Jessie Green to be Postmistress and Telephone Attendant as from the 1st March.

Gander ... Miss Carmel Fowler to be Exchange Operator as from the 1st March, 1946.

Come By Chance ... Mrs. Jennie Best to be Postmistress and Operator as from the 6th March, 1946.

St. John's Head Office ... Mr. John J. Young, Grade III Clerk, Account Branch, who was granted Leave of Absence to join His Majesty's Forces (Royal Navy) has resumed duty as Grade III Clerk, Engineering Branch, as from the 1st March, 1946.

Gander ... Mrs. D. P. Heath to be Exchange Operator as from the 1st March, 1946.

Gander ... Miss Inez Butt to be Exchange Operator as from the 1st March, 1946.

Gander ... Miss Effie Butt to be Exchange Operator as from the 1st March, 1946.

Gander ... Miss A. Whelan to be Exchange Clerk as from the 1st March, 1946.

Bonne Bay ... Mr. Herbert Parsons to be Messenger-Assistant as from the 1st March, 1946.

Botwood ... Mr. Elmo Waterman to be Messenger-Assistant as from the 4th March, 1946.

St. John's Telegraphs ... Mr. Gordon Pike to be Clerk as from the 4th March, 1946.

St. John's Telegraphs ... Mr. Edward O'Neill to be Indoor Messenger as from the 9th March, 1946.

Little Bay West ... Mrs. Walter Rose to be Postmistress and Telephone Attendant as from the 1st March.

Cape La Hune ... Mr. Albert Hann to be Postmaster and Operator as from the 7th March, 1946.

Great Harbour ... Mrs. Isaac Rose to be Postmistress and Telephone Attendant as from the 3rd March.

Grole ... Miss Agnes Taylor to be Postmistress and Telephone Attendant as from the 2nd March.

TRANSFERS

Gander ... Mr. Lloyd Biggs, Clerk St. John's Telegraphs to be Teleprinter Operator at Gander as from the 26th February, 1946.

St. John's Telegraphs ... Mr. Frank Ford, Assistant Corner Brook to be Operator St. John's as from the 1st March, 1946.

St. Albans ... Miss Vera Ingraham, Postmistres and Operator Cape La Hune, to be Postmistress and Operator St. Albans as from the 9th March, 1946.

Kings Cove ... Mr. Gerald Lawton, Postmaster and Operator Come By Chance, to be Postmaster and Operator Kings Cove, as from the 7th March.

OFFICE OPENED

Rock Harbour, P.B. ... A non-Money Order Post Office was opened at Rock Harbour, P.B., on the 11th March 1946. The nearest Money Order Office is Marystown which is also the Telegraph connecting office.

FACILITIES INSTALLED

Doyles ... Money Order facilities were installed at Doyles as from the 25th February, 1946. Postmasters should add "Doyles" to their list of Money Order Offices.

OFFICE CONVERTED

Great Burin ... The Office at Great Burin was converted from Telegraph to Telephone working as from the 4th March, 1946. The telegraph connecting office is Burin.

OBITUARY

The Department regrets to announce the death of Mrs. A. W. Ridgley, Postmistress and Telephone Attendant at Little Bay West, on the 27th February, 1946.

MAILS

Interference with Postage Stamps Affixed to Mail Matter

Attention of all officials is drawn to Section 77 of Chapter 35 of the **Consolidated Statutes of Newfoundland 1916**, entitled, **Of the Postal and Telegraph Services** which reads as follows:—

"Everyone who with fraudulent intent removes from any letter, newspaper, or other mailable matter sent by post, any postage stamp which has been affixed thereon, or wilfully, with intent aforesaid, removes from any postage stamp or post card, post band or wrapper which has been previously used, any mark which has been made thereon at any Post Office is guilty of a misdemeanor and liable to imprisonment for a term not exceeding three years."

Cases have come to light recently in which stamps have been removed from letters and other items by Post Office Officials. All officials should bear in mind that removal of postage stamps from a letter for sale or for addition to a postage stamp collection constitutes a breach of this section, and that an official found tampering with items in this manner will be prosecuted.

Rates of Postage—Sample Post

The rate quoted on page 1545 of the Post Offce Circular of the 20th December, 1945, which was amended to read:—

"2 cents for each four ounces or fraction thereof" should be further amended to read:—

"2 cents for **first** four ounces

1 cent for each additional two ounces."

Parcel Post Rates

The following is an amended list with additions to the parcel post rates for European countries where parcel post service has recently been resumed. The regulations prohibiting the sending abroad of certain goods by parcel post remains in force.

Country	Up to 2 lbs.	2 to 3 lbs.	3 to 7 lbs.	7 to 11 lbs.	11-22 lbs.
	c.	c.	c.	c.	c.
Belgium	.86	1.02	1.68	2.16	3.96
Corsica	.92	1.38	1.74	2.34	4.32
Czechoslovakia	.86	1.20	1.62	2.26	4.20
Denmark	.92	1.32	1.68	2.28	4.32
Finland	1.16	1.74	2.10	2.88	5.28
France	.80	1.20	1.56	2.16	3.96
Luxembourg	.86	1.32	1.68	2.22	4.20
Norway	.92	1.32	1.68	2.28	4.26
Poland	.80	1.20	1.56	2.20	4.14
Sweden	.98	1.14	1.98	2.82	4.92
Switzerland	.86	1.32	1.68	2.28	4.26

Limit of weight 22 lbs.

The following additions should be added to the list of countries where parcel post service is now available:

Country	Up to 3 lbs.	3 to 7 lbs.	7 to 11 lbs.	11 to 22 lbs.
	c.	c.	c.	c.
Hong Kong	.96	1.68	2.46	4.50
Malay Straits	1.02	1.80	2.64	4.74
Strait Settlements	1.02	1.80	2.64	4.74
China	1.44	2.22	3.00	5.28
Bruni	1.02	1.80	Limit of weight 7 lbs.	
North Borneo	1.02	1.80	Limit of weight 7 lbs.	
Sarawak	1.02	1.80	Limit of weight 7 lbs.	

Resumption of Service to Czechoslovakia

With reference to the notice at page 1502 of the Post Office Circular information has now been received from the United Kingdom Postal Administration that postal communication by surface route from United Kingdom to Czechoslovaki has been restored.

Letters, letter packets, printed and commercial papers and samples accepted up to the normal postal union limits of weight.

Parcel Post, small packets and green label services are also restored.

Registration facilities are available.

Air mail service is still limited to post cards, letters and letter packets up to 2 ounces in weight.

The restrictions on transactional communications have been lifted.

Resumption of Service to Hungary

With reference to the notice at page 1531 of the Post Office Circular the United Kingdom Postal Administration advises that Sample Post and Green Label services have been restored to Hungary.

Registration facilities are also available.

Business and financial communications are still restricted to those ascertaining facts and exchanging information preparatory to resumption of trade as soon as conditions permit.

Air Mail service is limited to post cards, letters, and letter packets up to 2 ounces in weight.

Resumption of Service to Italy

Information has been received in connection with postal service to Italy that letters, letter packets, printed and commercial papers and samples may now be sent up to normal international weight limits to provinces of Fiume, Gorizia, Pola, Trieste and Zara.

Service to Burma, Hong Kong and Malay States

It is advised that letter mail services to Burma, Hong Kong, Malay States (federated and unfederated) and Straits Settlements have now been extended to include all services formerly available with the exception of insurance and express delivery.

The restriction on transactional business correspondence has been removed.

Air and surface letter mail services, under similar conditions to those mentioned are also now available to British North Borneo, Brunei and Sarawak.

Resumption of Service to Austria

With reference to the notice at page 1558 of the Post Office Circular information has been received that Air Mail facilities are available to Austria. The Air Mail rate is .40 cents for each half ounce. The limit of weight is 1 oz. This service, however, is limited to non-illustrated post cards and letters on personal or non-transactional business matters only.

Postmasters should add "Austria" to the list of countries appearing on page 1527 to which Air Mail service is available.

Service with Yugoslavia

It is advised that the restrictions on business and financial correspondence to Yugoslavia have been removed.

ACCOUNTING

Radio Licences

Many duplicate copies of Radio Licences are received at Head Office which are not legible due mainly to poor carbon impressions.

Postmasters are requested to exercise every care in issuing Radio Licences and ensure that the carbon copy is clear and readable. It is suggested that an indelible pencil be used instead of ink and that the carbon paper be renewed at reasonable intervals.

Savings Bank Facilities

Post Office Savings Bank facilities were installed at St. Georges on the 23rd February, 1946.

TELEGRAPHS

Ice Intelligence Service

Daily reports in connection with this service for the Department of Natural Resources from the following offices commenced on the 20th February: Grates Cove, Bay de Verde, Bonavista, Newtown, Fogo, Twillingate, LaScie, Horse Islands, Groais Island Harbour Deep, Conche, Griguet, Cooks Harbour, Belle Isle, Point Amour, Battle Harbour, Cartwright and Hopedale.

Service with Albania

Advice has been received that Public Telegraph Service was restored with Albania via London and Belgrade. Pre-war rates will apply. Private telegrams should be in plain language: Albanian, English, French, Russian or Yugoslavian. Commercial telegrams are restricted to those ascertaining facts or exchanging information.

Service with Siam

Advice has been received that Public Telegraph Service has now been restored with Siam (formerly Thailand). English and French languages only may be used and one of the following codes: A.B.C. Sixth, Acme, Bencom, Bensec, Lomgen, Lomship Stanhaf or Peterson's. Business telegrams are restricted to those ascertaining facts or exchanging information.

Service with Batavia

Advice has been received that Public Telegraph Service has now been restored with Batavia. Private telegrams must be in plain English, Dutch, French or Malayan. Commercial telegrams are restricted to those ascertaining facts or exchanging information. Senders desiring replies should be advised to prepay (RP). Rates are the same as in force prior to the occupation by Japan.

Service with Malayan Area

Advice has been received that Public Telegraph Service has now been restored with the following places in the Malayan area: British North Borneo, Brunei, Christmas Island, Labuan, Sarawak.

Press messages are not acceptable.

Pre-war rates will apply.

POST OFFICE CIRCULAR.

THURSDAY, 28th MARCH, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Rock Harbour, P.B. ..... Mrs. John G. Dodge to be Postmistress as from 11th. March, 1946.

Norris Arm ..... Mr. Harry Layman to be Postmaster and Operator as from the 17th. March, 1946.

PROMOTION

Grand Bank ..... Mr. John Penwell, Assistant to be Postmaster as from the 18th. March, 1946.

TRANSFERS

St. Lawrence ..... Miss Agnes Power, Postmistress and Operator St. Albans, to be Postmistress and Operator St. Lawrence as from the 12th. March, 1946.

St. John's Telegraphs ..... Mr. James Holland, Assistant Gander to be Operator St. John's as from the 13th. March, 1946.

Grand Bank ..... Mr. W. L. Abbott, Postmaster and Operator King's Cove to be Assistant Grand Bank as from the 18th. March, 1946.

RETIREMENT

St. John's, G.P.O. ..... Mrs. Elizabeth Ryan, Cleaner, effective 28th. February, 1946 on medical grounds.

OFFICE OPENED

Gander Branch Office ..... A branch office with direct Teleprinter communication to St. John's was opened in the Trans-Atlantic Hanger at Gander on the 15th. February, 1946 for the acceptance of telegrams from air passengers passing through that Airport and for the sale of postage stamps. The Telegraph call letters are "PAT".

MAILS

Special Issue Overprinted Stamps

Due to the shortage of 2 cent stamps it became necessary to overprint 2 cent on the current issue of the 30 cent stamp. These stamps were placed on sale on the 21st, March, 1946 and will replace the 2 cent stamp until such time as the supply, which is on order, arrives from the printers.

Special Allowance for Radio Licence Collections

All Postmasters, except those at offices shown in paragraph 4, are advised that commencing on the 1st. April, 1946, each Radio Licence collected will be allotted a value of 12 units which represents a certain monetary value. Payment for this work will be allowed separately and in addition to the normal salary and will be paid twice yearly.

At the end of March and September in each year all Postmasters should submit a statement to the Chief Accountant showing the number of Radio Licences collected for a six months period. The serial number of the Radio Licences must be shown. This statement will be checked at Head Office and, if it agrees with Head Office records, a cheque for the monetary value of the units on all licences, will be issued.

Postmasters at offices which do not issue Radio Licences should submit a statement showing the cash collected on Radio Licence Account and remitted to the Cashier, Head Office. The statement will be prepared for the six months ending on the 31st. March and the 30th. September in each year, as stated above, and should show the date of the remittance slip and the register number under which the remittance was forwarded to the Cashier. The names of the persons from which the money was collected should also be shown. It is suggested that officials maintain a record at their offices and enter each remittance as it is prepared for the Cashier. At the end of the six months period it will be but a simple matter to prepare the necessary statement.

The following offices will not participate in this arrangement: Corner Brook, Grand Falls, Gander, Topsail, Placentia and all St. John's Offices.

Claims must be addressed to the Chief Accountant and must not be submitted for any other period than that stated above. The first claim should be submitted for the period 1st. April, to the 30th. September, 1946 and the next claim for the period 1st. October, 1946 to the 31st. March, 1947.

Additional Credits for Duties Performed

Under the revised regulations regarding the Semi-Annual Statistics provision has been made on the new form, mention of which was made on page 1565 of the Post Office Circular, for the taking of statistics on the following:

(a) Savings Bank work
(b) Savings Stamps.

Units for this work will be credited to the total unitary value of the Office on which basis salaries are computed.

Credit will also be given for Radio Licence collections but as a separate and distinct item and will have no bearing on the Semi-Annual Statistics. Special instructions in this regard are given elsewhere in this Circular.

Resumption of Service to Dutch East Indies

Unregistered letters up to four pounds and post cards can be accepted for transmission by surface route. Business communications are limited to ascertaining facts and exchanging information preparatory to the resumption of trade as soon as conditions permit.

TELEGRAPHS

Ice Intelligence Service

With reference to the notice at page 1572 of the Post Office Circular, daily reports of ice conditions have been telegraphed from the following additional offices as from the 12th. March:

Isle Aux Morts, Rose Blanche, Port Aux Basques.

Service with Siam

Advice has been received that business telegrams with Siam are no longer restricted to those exchanging facts and information.

Service with Bulgaria

Advice has been received that telegrams for Bulgaria may now be written in any authorized plain language. Code and cypher are still prohibited in private telegrams.

Rates to Austria

The following are the prevailing rates to Austria:

Full Rate	.30 cents per word
LC	.15 cents per word
NLT	$2.50 for 25 words or less and .10 cents for each additional word.

The necessary changes should be made in the Rate Book.

Non-Delivery Advices of Telegrams

Attention is drawn to the necessity for quoting the full address, including christian name or initials, in non-delivery advices.

Telegraph Traffic February

Class	1945	1946	Increase	Decrease
Paid Telegrams including Priority	52,789	56,199	3,410	.....
Priority	8,037	7,865	.....	172
Phono-Telegrams	1,538	1,728	190	.....
Total Paid Telegrams	54,327	57,927	3,600	.....
Deadhead and Service Messages	7,320	8,227	907	.....
Telegram Equivalent Public Despatch	2,410	4,950	2,540	.....
Total Paid Traffic	64,057	71,104	7,047	.....

During the month 8 complaints were received and dealt with. In 6 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 4 cases of irregularities were disclosed through routine supervision. Fines ranging from .10 cents to .50 cents were imposed on 4 officials. The comparative figures for the same month last year were: 14, 2, 3 and 2.

ACCOUNTING

Notification of Bank Remittances

Form No. 1052 used by Money Order Offices which send remittances to Grand Falls and Corner Brook Branches of the Bank of Montreal will be discontinued after the 31st. March, 1946.

No further requisitions should be sent to the Stores Branch for these forms after the above mentioned date.

Examination of Money Orders

A number of Money Orders have been received in this Department which show alterations in the amount intended for payment. It is quite possible for a dishonest person to raise the amount of a Money Order and unless the Order is examined carefully by the paying Postmaster an overpayment may result.

Postmasters are therefore instructed to examine carefully each Money Order presented for payment and in the event of an order showing an alteration or, if any doubt is entertained concerning the amount to be paid, the issuing Postmaster should be contacted by wire to confirm the amount payable.

Issuing Postmasters are advised that in the event of an error being made in the issuing of an order that order should be cancelled and a new order issued.

Postmasters paying orders which show alterations and resulting in an overpayment may be held responsible for the amount of such overpayment.

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:

Millbrook, Ont. ..... 857-03180 to 857-03200 and
932-12801 to 932-13400.

POST OFFICE CIRCULAR.

THURSDAY, 11th APRIL, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

Semi-Annual Statistics and Monthly Traffic Reports (D.F. 3034)

As from the 1st. May, 1946, Semi-Annual Statistical Forms 1212, 1213 and 1214 will be abolished and replaced by Semi-Annual Statistical Form 1393. Monthly Traffic Report Form 1080 will also be abolished as of the same date and will be replaced by Monthly Traffic Report Form No. 1392.

A supply of Forms 1392 and 1393, together with instructions for their use has been despatched to all offices. Supplies of Forms 1212, 1213 and 1214 and 1080 on hand at Post Offices should be destroyed to avoid their being confused with the new forms.

Postmasters are reminded that Semi-Annual returns due normally to be made in April have been deferred this year to May.

It is desired to impress on all Postmasters that the Monthly Traffic Report and the Semi-Annual Statistical return are of great importance and that it is essential that they be prepared promptly and carefully. Amongst other things they are used in fixing salaries and establishments. A serious view will be taken of the failure on the part of any Postmaster to submit these returns at the required periods. Monthly Traffic Reports are due to be submitted at the end of every month. Semi-Annual Statistics are due to be submitted twice yearly. For the year 1946 Semi-Annual Statistics will be submitted in respect of the months of May and November.

Both the Monthly Traffic Report and the Semi-Annual Statistics should be prepared in duplicate; one copy being sent to the STAFF CLERK, G.P.O., St. John's, and the other copy filed neatly.

Instructions Governing the Preparation of the Monthly Traffic Report Form 1392

This form is very similar to the Monthly Traffic Report Form 1080, which it replaces. It has however been made more comprehensive as the information given on the other form, while extremely useful, was not sufficiently detailed to meet all requirements. A brief review of the entries proper to the different headings is given below for guidance.

"Bags of Mail." It is felt that there might be some misunderstanding as to the meaning of the first and second Sub-headings. After "Received for Assorting and Delivery" should be inserted the number of bags of mail received during the month which contained mail for delivery to the addressee from the Post Office making the report. This applies whether or not some of the mail enclosed in the bag is for redespatch to other offices. After "Received for Assorting and Redespatch" should be inserted the number of bags of mail received during the month which contained no items for delivery from the office concerned but which, nevertheless, had to be opened and the items assorted for redespatch to other offices. It should be remembered that if a bag contains any item whatsoever for delivery it is to be recorded as a bag received for Assorting and Delivery. Only bags which must be opened for the purpose of assorting the contents but which contain no items for delivery from the office concerned are to be recorded as received for Assorting and Redespatch. After "Passing Through Unopened" should be shown the number of bags of mail received at the Post Office making the report addressed to other Post Offices and which are forwarded unopened. After "Made up and Despatched" should be shown the number of bags of mail made up in the office making the report and despatched from that office. Bags passing through unopened must not be included in this figure.

"Registered Items." The divisions under this heading are self explanatory. The term "Local" applies to items posted in Newfoundland for delivery in Newfoundland. It will be noted that registers received from other offices and R.P.O.s have been divided into two classes, namely, those received for delivery from the Post Office making the report and those received for redespatch to other offices. In practice the number received from other offices for delivery will normally agree with the number delivered apart from the registers which are on hand awaiting delivery at the end of the month concerned.

"Insured Parcels." The entries under this heading are identical with those under "Registered Items" except that in addition to the figures of traffic, the total insured value must be shown.

"C.O.D. Parcels." The divisions here are self explanatory. Postmasters should bear in mind that there is at present no foreign C.O.D. service and that no entries in respect of foreign C.O.D. parcels may be expected.

"Foreign Parcels—Dutiable and Free." It should be borne in mind that this heading applies to parcels received from other countries. As a record is not normally kept of parcels posted in Newfoundland for delivery in other countries, no entry in respect of such parcels is expected on the Monthly Traffic Report.

"Business Reply Letters." At present this service applies only in St. John's. No entries will, therefore, be required to be made by other offices.

"Postage Stamps, Post Cards and Saleable Forms." The divisions under this heading are self explanatory and need no comment

"Money Orders and Postal Notes." These divisions are also self explanatory. One point should, however, be borne in mind, under Money Orders Paid,—Canada, should be shown only the Canadian Money Orders Paid. Canadian Postal notes paid should be shown under Postal Notes Paid. British Postal Orders should be classed as Postal Notes for the purpose of the preparation of this form. There are not at present any Newfoundland Postal Notes in circulation.

"Savings Bank Business." The divisions under this heading require no explanation.

"Telegrams and Phonotelegrams." Normally the number received over the counter for despatch will agree with the number sent as will the number delivered with the number received. After "Sent," "Received" and "Repeated" will be shown the figures at present supplied to the Superintendent at St. John's each month by telegram. The same applies to the other entries. Gross receipts for telegrams means the total amount received or due to be received in respect of telegrams for the month concerned. In the case of telegraph offices this applies to amounts received from connecting telephones as well as to amounts received from the public.

Instructions Governing the Preparation of Semi-Annual Statistic Form No. 1393

This form provides for semi-annual returns in respect of items of mail of which no record is normally kept. As recorded items are reported on the Monthly Traffic Report it is not necessary to show them on semi-annual reports.

It will be noted that items of mail have been divided into two main classes namely, 'Paid" and "O.H.M.S." All items on which postage has been paid or upon which postage is due to be paid are classed as "Paid" items. For example a letter which is posted without stamps and must be taxed is counted as a paid item posted. Items posted by Departments of Government enjoying franking privileges are classed as "O.H.M.S." items.

The headings of the different columns are practically self explanatory but in order to avoid any confusion consequent upon the change of form the following instructions should be studied and referred to when the forms are being prepared:—

"Total No. Posted Locally." Under this heading should be inserted the number of each class of item posted at the Post Office preparing the report.

"Total No. Received from other Offices and R.P.Os." Under this heading should be shown the total numbers of each class of item received from the other Post Offices whether the items so received are for delivery or are for assorting and redespatch to another office. For example, should a bag of mail received at an office contain two hundred letters posted in Newfoundland of which sixty are for delivery and one hundred and forty for despatch to another office, the entry in this column after "Letters—Paid—Local" would be 200.

"Delivered." Under this main heading will be shown the numbers of each class of item delivered to the addressee. Columns showing the numbers delivered through Post Office Boxes, by Letter Carriers or through the General Delivery are provided.

"Total No. Despatched to Other Offices and R.P.Os." Under this heading will be shown the total numbers of items of each class which are assorted and made up for despatch to other Post Offices or to the R.P.O. This will include the number posted for despatch and the number received from other offices for redespatch.

"Total No. Received from Other Offices and R.P.Os. for Redespatch." Under this heading will be shown the numbers of each class of item received from other Post Offices and the R.P.O. which must be assorted and redespatched to other offices. The letters so recorded are included also in the second column which will show the total received whether for delivery or for redespatch.

"Total No. of Items Handled." Under this heading will be shown the total number of items

of each class handled. This total should be arrived at by adding the total number Posted to the total number Received from other Post Offices and R.P.Os. These two columns together show the total number of items which have come into the office. This, apart from a few letters which may be on hand awaiting delivery or redespatch, will approximately equal the number disposed of, that is, the number delivered and the number despatched.

It will be noted that, in respect of "Paid" items of mail a distinction is made between "Local" and "Foreign" items. A local item is an item posted in Newfoundland for delivery in Newfoundland. A foreign item is one posted in Newfoundland for delivery in another country or one posted in another country for delivery in Newfoundland. For the purpose of these instructions Labrador is a part of Newfoundland.

As a record is maintained of all parcels received in this country from abroad and the numbers shown on the Monthly Traffic Report, no entries should be made in respect of those parcels on the Semi-Annual Statistical form. In so far, therefore, as foreign parcels are concerned, entries should be made on this form only in respect of those posted in Newfoundland for delivery in other countries and there will, in consequence, be no entries in respect of deliveries. In order that this may be kept in mind by the official preparing the form the words "No Entry" have been printed in the spaces in which would be recorded the delivery of foreign parcels and the words "Outward Only" in the appropriate spaces in the other columns. It must be noted that these endorsements apply only to the line of which foreign parcels are recorded.

The entries to be made in respect of O.H.M.S. items are the same as those to be made in respect of Paid Items except that no differentiation is made as between local and foreign. This is due to the fact, that, apart from Post Office communications, few if any items are posted to places abroad free of postage. A Government communication on which postage is paid is a paid item.

ACCOUNTING

New Money Order Forms (D.F. 4101)

In order to reduce the volume of work involved in issuing a Money Order and to ensure that the amount for which a Money Order is issued will not subsequently be raised to a higher amount, the existing Newfoundland Postal Money Order, Form 1008, is being replaced by a new form of Newfoundland Postal Money Order, Form 1396. This new form will not come into general use immediately but is at present being supplied to certain Post Offices whose stocks of the old money order form are exhausted.

This Money Order is patterned after the Canadian and United States Money Orders in that there is a margin at the left showing an amount in dollars for more than which the Money Order may not be paid. There is less writing involved in the preparation of the new form than in the preparation of the old form. The form is on the same colour paper and of the same size as the old form.

Paying Postmasters must be particularly careful not to pay an amount in excess of the amount shown on the margin, irrespective of the amount written on the Money Order. Any Postmaster who overpays a Money Order as a result of his failure to observe this rule will be held liable for any amount lost by the Department because of such failure.

Issuing Postmasters must be particularly careful so as to tear the Money Order from the stub as to leave the proper amount showing in the margin. A flat "steel" will be supplied against which the Money Order may be torn from the stub. Detailed instructions as to its use will accompany the initial supplies of the new forms to each office.

The new forms are not perforated and care must be taken in separating the Money Order from the coupon at the paying office.

A specimen, reduced in size, of the new money order is printed below. Postmasters are reminded that when a Money Order is issued for an amount which is not shown on the margin, the highest marginal figure remaining on the Money Order passed to the remitter should be the next highest figure to the amount of the order. For example: If a Money Order is issued for $3.00, it should be so separated from the stub as to leave the figures 1, 2 and 5 attached to the Money Order. The balance of the figures will remain attached to the stub.

Newfoundland Postal Money Order

Amount:

£ ..... s. ..... d. .....

$ .....

Commission: $ .....

Paying Office:

.....

Payee:

.....

Remitter:

.....

DATE

STAMP

P.M.'s Initials

$
1
2
5
10
15
20
25
30
35
40
50
60
70
80
90
100

Form 1396

Newfoundland Postal Money Order

..... 19 .....

Postmaster at:

.....

Pay amounts stated below to person named on attached coupon. The person presenting this Money Order must furnish proper identification.

..... dollars ..... cents

Pounds	Shillings	Pence	Dollars	Cents

Not good for more than largest amount indicated on left hand margin.

Any alteration or erasure renders this order void.

Paying Office .....

Signature of Postmaster

Received Payment:

.....

Date Stamp C.O.D. No. .....

PAYING POSTMASTER DETACH HERE

Newfoundland Postal Money Order

..... 19 .....

COUPON FOR PAYING OFFICE

Amount:

Pounds	Shillings	Pence	Dollars	Cents

Pay to:

.....

Remitter:

.....

Issuing Office

.....

C.O.D. No. .....

Date Stamp

REMITTER DETACH HERE

Newfoundland Postal Money Order

Remitter's Receipt

Amount:

$ .....

£ ..... s. ..... d. .....

Paying Office:

.....

Remitter:

.....

ISSUING OFFICE

DATE STAMP

POST OFFICE CIRCULAR.

THURSDAY, 25th APRIL, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Lance Amour ..... Mrs. Charles Davis to be Postmistress as from the 1st. April, 1946.

Harricott ..... Mrs. Vincent Chaytor to be Postmistress as from the 1st. April, 1946.

Braggs Island ..... Miss Marie Parsons to be Postmistress and Operator as from the 6th. April, 1946.

Gander ..... Miss Elsie Badcock to be Telephone Exchange Operator as from the 24th. March, 1946.

Gander ..... Miss Bridget Dawson to be Telephone Exchange Operator as from the 24th. March, 1946.

Gander ..... Mrs. Philip Dempsey to be Telephone Exchange Operator as from the 1st. April, 1946.

Gander ..... Mrs. Florent LaJeunesse to be Telephone Exchange Operator as from the 1st. April, 1946.

St. John's ..... Mr. Albert Butler to be Skilled Workman Class III as from the 1st. April, 1946.

Fortune ..... Mr. Roger Spencer to be Messenger as from the 1st. April, 1946.

St. John's ..... Mr. Gerald MacGillivray to be Porter as from the 2nd. April, 1946.

St. John's ..... Miss Margaret Gooze to be Counter Clerk as from the 1st. April, 1946.

King's Cove ..... Mr. Kenneth Brown to be Messenger-Assistant as from the 1st. April, 1946.

TRANSFER

St. John's ..... Mr. J. Williams, Assorter North Sydney to be Assorter, G.P.O. as from the 1st. April, 1946.

GANDER AIRPORT LOCAL TELEPHONE SERVICE (D.F. 2220)

The Department took over the entire internal telephone system at Gander as from 12.01 a.m. on the 1st. April, 1946.

The service was put on a Commercial basis and an approved scale of rental charges became effective as from the time of its being taken over by the Department.

Under an arrangement with the Avalon Telephone Co. Limited, long distance service to all points reached by that system was made available to and from subscribers connected with the Gander Exchange commencing at 9 a.m. on the 2nd. April, 1946.

MAILS

Resumption of Service to Dutch East Indies (D.F. 1306)

Air Mail service is now available from the United Kingdom to Dutch East Indies for unregistered letters not exceeding two ounces and Postcards.

The rates of postage are as follows:

Letters ..... 60 cents per half ounce
Postcards ..... 60 cents each.

FUEL 1946-47 (D.F. 3035)

Postmasters at Money Order Offices are requested to inform the Chief Inspector by the 1st. July, as to the amount of fuel requirements for their offices for the coming year on a form similar to the one printed below:

FUEL

Amount of Coal supplied 1945-46 ..... Amount of coal required 1946-47 .....
If no Coal was supplied 1945-46 state the quantity and value of wood ..... Amount of wood required for 1946-47.....
Amount of kindling wood supplied 1945-46 ..... Amount of kindling wood required 1946-47 .....

Can coal be purchased locally?.....

Date ....
Office ..... Signature of Postmaster.

(Offices supplied with one Circular must not cut this form from their Circular).

CESSATION OF WINTER AND COMMENCEMENT OF SUMMER COURIER SERVICES (D.F. 1403 and 1409)

Postmasters at the offices affected should note the cessation of Winter Courier Services and the commencement of Summer Services as indicated below:

ROUTE 1

Winter Services to Cease:

(a) Holyrood to Salmonier;
(b) Colinet to Salmonier;
(c) St. Mary's to Salmonier.

The last trip will be made over these routes on the 30th. April, 1946.

Summer Service to Commence:

(a) Holyrood to Salmonier;
(b) Colinet to Salmonier;
(c) St. Mary's to Salmonier.

The first trip will be made on Friday, 3rd. May and each Tuesday and Friday thereafter until further notice. The mails for these services will be despatched by Argentia train leaving St. John's at 9 a.m. Tuesdays and Fridays.

ROUTE 2

Winter Service to Cease:

(a) Carbonear to Ochre Pit Cove;
(b) Ochre Pit Cove to Old Perlican
(c) Grates Cove to Old Perlican;
(d) Bay de Verde to Old Perlican.

The last trip will be made on Saturday, 27th, April, 1946.

Summer Service to Commence:

(a) Carbonear to Grates Cove.

The first trip will be made on Wednesday, 1st. May, 1946 and each Wednesday and Saturday thereafter until further notice.

ROUTE 3

Winter Service to Cease:

(a) Whitbourne to Green's Harbour;
(b) Heart's Content to Green's Harbour;
(c) Heart's Contentto Carbonear;
(d) Heart's Content to Brownsdale.

The last trip for routes (a) and (b) will be made on Tuesday, 30th. April. The last trip for route (c) will be made on the 24th. April and route (d) on Monday, 29th. April, 1946.

Summer Service to Commence:

(a) Heart's Content to Whitbourne.
The first trip will be made on Wednesday, 1st. May and each Monday, Wednesday and Friday, thereafter until further notice.

(b) Heart's Content to Brownsdale.
The first trip will be made on Thursday, 2nd. May and each Tuesday, Thursday and Saturday thereafter until further notice. Mails for route (a) and (b) will be despatched on trains leaving St. John's 6 p.m. Sundays, Tuesdays and Thursdays.

ROUTE 4

Winter Service to Cease:

(a) Norman's Cove to Railway; (b) Bellevue East to Railway.
The last trip will be made on Thursday, 25th. April, 1946.

Summer Service to Commence:

(a) Whitbourne to Bellevue,
The first trip will be made on Thursday, 2nd. May and each Thursday thereafter until further notice. Despatches will be made on train leaving St. John's at 6 p.m. Wednesdays.

ROUTE 5

Winter Service to Cease:

(a) Clarenville to Britannia; (c) Milton to Burgoynes Cove.
(b) Britannia to Deer Harbour;
The last trip will be made on Tuesday, 30th. April, 1946.

Summer Service to Commence:

(a) Clarenville to Hickman's Harbour; (c) Thoroughfare to Deer Harbour.
(b) Milton to Thoroughfare;
The first trip will be made on Tuesday, 7th. May and each Tuesday thereafter until further notice.

Effective from Tuesday, 30th. April, all mails for Britannia, Thoroughfare, Petley and Deer Harbour will be despatched **via Milton** instead of Clarenville.

MONTHLY TRAFFIC REPORTS AND SEMI-ANNUAL STATISTICS (D.F. 3034)

As from the 1st. May, 1946 Monthly Traffic Reports and Semi-Annual Statistical Forms must be addressed to the Staff Clerk, G.P.O. St. John's instead of to the Chief Inspector as stated on the forms. The words "Statistics"' or ',Monthly Traffic Reports", as the case may be should be written on the top left hand corner of the envelope.

TELEGRAPHS

Telegraph Traffic March (D.F. 3034)

Class.	1945	1946	Increase	Decrease
Paid Telegrams including Priority....	69,132	69,886	754	
Priority	8,259	8,193	—	66
Phono-Telegrams	1,672	1,845	173	—
Total Paid Traffic ... . -	70,804	71,731	927	—
Deadhead and Service Messages	7,430	8,384	954	—
Telegram Equivalent Public Despatch	2,750	5,490	2,740	—
Total Traffic	80,984	85,605	4,621	—

It should be noted that last year's figures included 4,000 Easter Greeting Telegrams.

During the month 10 complaints were received and dealt with. In 6 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials. In addition 5 cases of irregularities were disclosed through routine supervision. Fines ranging from .10 to 40 cents were imposed on 6 officials as a consequence. The comparative figures for the same month last year were: 18, 9, 11 and 8.

Press and Government Rates to Apply on Telegrams to and from Member Countries of United Nations Organization (D.F. 2427)

Effective immediately Government rates will apply on official telegrams to and from delegates of member countries of the United Nations Organization, and Press rates will apply on telegrams containing matter in connection with the Organization for publication from properly authorized persons.

Service Restored with French Indo China (D.F. 1306)

Advice has been received that Public Telegraph Service has been restored to all of French Indo China although messages to some districts may be subject to some delay. Private telegrams must be written in plain language.

Pre-war rates will apply.

Service with Aegean Islands (D.F. 1306)

Public Telegraph Service has been restored to Aegean Islands including Rhodes. Pre-war rates will apply except where advised otherwise. CDE., Press and Urgent telegrams are not admitted at present. All telegrams must be written in plain language and business telegrams are restricted to those ascertaining facts or exchanging information.

Service with Albania (D.F. 1306)

For the present Prepaid Reply service is not available to Albania.

Service with Formosa (D.F. 1306)

Public Telegraph Service has been resumed with Formosa. Conditions of acceptance are the same as for China.

Prepaid Reply Service with Austria (D.F. 1306)

Prepaid Replies (RP) are now admitted in telegrams with Austria. The Services at present not admitted are T.C., MDT., PC., PCP., XP., PAV., LX., NUIT.

Change of Rates to Porto Santo (D.F. 2427)

Effective immediately the rates to Porto Santo will be the same as to Funchal, Maderia.

The necessary notation should be made in the rate book.

Bills for Line Repair Work (D.F. 2810)

Bills for work performed on Line Repairs continue to be received at Head Office without the covering Work Sheet, Form 1246, which shows a statement of the work performed.

Postmasters are referred to pages 1139 and 1140 of the Post Office Circular of the 2nd. April, 1942. In future this work sheet must accompany all bills.

Bills which are not accompanied by this form will be returned to the Postmaster concerned for the proper form.

ACCOUNTING

Signing Officers for Post Offices Accounts at Banks (D.F. 4006)

Changes in the name of the signing officer to accounts operated by Outport Post Offices with Banks, due to absence on leave or other circumstances of the regular signing officer, must be arranged with this Department through the Department of Finance.

It is essential that such requests with the name of the substitute should reach this office before the actual transfer is made so that arrangements may be made by mail to have the name of the substitute registered before actually taking up duties. The name of the Bank and the period of substitution should also be given.

POST OFFICE CIRCULAR.

THURSDAY, 9th MAY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis.

APPOINTMENTS

Stephenville Crossing .... Miss Nora Banfield to be Assistant as from the 1st April, 1946.

Gander .... Mr. R. J. Fallon to be Assistant as from the 1st April, 1946

St. John's, G.P.O. .... Mrs. I. Wells to be Cleaner as from the 1st April, 1946.

St. John's, G.P.O. .... Miss M. Ricketts to be Counter Clerk as from 1st April, 1946.

Great Burin .... Miss Thelma Adams to be Postmistress and Telephone Attendant as from the 10th April.

St. John's Telegraphs .... Mr. Graham Wells, Operator St. John's, who was granted Leave of Absence to join the Canadian Armed Forces, has resumed duty as Operator as from the 8th April 1946.

St. John's Telegraphs .... Mr. Frederick Carter, Operator, St. John's, who resigned to enlist in the R.C.A.F., has resumed duty as Operator as from the 9th April, 1946.

St. John's, G.P.O. .... Mr. Leslie T. French, Letter Carrier, who was granted Leave of Absence to join the Canadian Armed Forces, has resumed duty as Assorter, as from the 11th April, 1946.

St. John's Engineering .... Mr. Alex Halley to be Line Patrolmen as from the 11th April, 1946.

Mills Siding .... Mrs. Chesely Mills to be Telephone Attendant as from the 1st April, 1946.

Southern Harbour, P.B. .... Mrs. Elizabeth Best to be Postmistress and Telephone Attendant as from the 1st April.

Corner Brook .... Mr. Harold F. Gaudon, who resigned to join Canadian Armed Forces, has resumed duty as Assistant as from the 15th April, 1946.

Musgravetown .... Miss Edith Wiseman to be Postmistress and Telephone Attendant as from the 2nd May ,1946.

RETIREMENT

St. Anthony .... Mr. S. G. Jeans, Assistant, effective 9th April, 1946, on medical grounds.

TRANSFERS

Goose Bay ... Mr. F. A. Mulloy, Assistant Topsail, to be temporary Postmaster at Goose Bay, Labrador, as from the 1st April, 1946.

Howley ... Mr. Lewis Hollett, Postmaster and Telephone Attendant Great Burin, to be Postmaster and Operator at Howley as from the 16th April, 1946.

Windsor ... Miss Myrtle Oldford, Assistant Clarenville, to be Postmistress and Operator Windsor as from the 29th April, 1946.

Clarenville ... Mr. Albert Noble, Postmaster and Operator Glenwood, to be Assistant Clarenville as from the 29th April, 1946

St. John's Accounts ... Mr. J. D. Squires, Assorter G.P.O., to be Clerk Grade III Accounts Branch, as from the 1st May.

PROMOTIONS

St. John's, G.P.O. ... Mr. M. F. Bruce, Porter, to be Assorter as from the 1st May, 1946.

St. John's Accounts ... Mr. James Cooper, Letter Carrier, G.P.O., to be Clerk, Grade III Accounts Branch, as from the 1st May, 1946.

OFFICES OPENED

Goose Bay, Labrador ... A Postal and Telegraph Office was opened at Goose Bay, Labrador, on the 1st April, 1946. Wireless communication was established with Goose Bay Airport on the 29th April, 1946, connecting to the Gander office. The hours are from 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. The telegraph rate is the same as to other Newfoundland Labrador Offices, i.e., .60 cents for ten words or less and .05 cents for each additional word over ten. The Telegraph call letters for Goose Bay are "VOAF", and for Gander "VOAN".

Mills Siding ... The private telephone in the residence of Mrs. Chesley Mills at Mills Siding was converted to a public telephone as from the 1st April.

Southern Harbour, P.B. ... A Postal (non-Money Order) and Telephone Office was opened at Southern Harbour on the 1st April, 1946. The nearest Money Order Office is Come By Chance, which is also the telegraph connecting office.

VACANCIES

Applications addressed to the Secretary will be received up to the 23rd May, 1946, for the following positions.

Applicants should state their names in full, date of birth, educational qualifications, whether married or single and Departmental experience.

Roddickton ... Position of Postmaster and Operator. Salary $480.00 per annum with War Bonus in addition of $216.00 p.a. for women and single men and $264.00 p.a. for married men.

Bay Roberts ... Position of Assistant. Salary $600.00 per annum with War Bonus in addition of $270.00 per annum for women and single men and $330.00 per annum for married men. Telegraph qualifications are essential for this position.

RENTS

In spite of the notice on page 1486 of the Post Office Circular of the 24th May, 1945, enquiries continue to be received from Postmasters regarding rent allowances, and complaints are made to the effect that the allowance is not received. For the information of these officials the notice is again published:

"Officials who receive rent for providing accommodations for the performance of postal duties and who are paid a monthly cheque will as from the 1st May receive rent monthly. Officials who receive quarterly cheques will receive the rent allowance quarterly. This rental **will be included** in the salary cheque of the official concerned."

Rent allowance is not therefore paid by a seperate cheque.

SPECIAL ALLOWANCE FOR RADIO LICENCE COLLECTIONS

With reference to the notice, under the above caption, which appeared on page 1574 of the Post Office Circular of the 28th March, 1946, it is now advised that claims will be allowed in respect of all Licences collected as from the **1st January, 1946.**

Claims will be made at the end of each six months period, i.e., at the end of June and December in each year.

The first claim should be submitted after the 30th June, 1946, and should show Licences collected from the 1st January to the 30th June 1946. Partiuclars, as requested on page 1574, must be given.

ADDITIONAL CREDITS FOR DUTIES PERFORMED

In the notice at page 1574 of the Post Office Circular it is stated that under revised regulations regarding the Semi-Annual Statistics, etc. This should be corrected to read "regarding the Monthly Traffic Reports."

TELEGRAPHS

Class	1945	1946	Increase	Decrease
Paid Telegrams including Priority	67,427	84,300	16,873	
Priority	8,591	8,529	....	62
Phono-Telegrams	1,821	2,007	186	.....
Total Paid Traffic	69,248	86,307	17,059	.....
Deadhead and Service Messages	7,816	9,154	1,338	.....
Telegram Equivalent Public Despatch	2,530	8,800	6,270	.....
Total Traffic	79,594	104,261	24,667	..

It should be noted that the figures for this year include 8,200 Easter Greeting Telegrams; the increase in Ordinary Paid Traffic is therefore 8,859.

During the month 7 complaints were received and dealt with. In 5 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 5 cases of irregulartiies were disclosed through routine supervision. Fines of .40 cents and .30 cents were imposed on two officials as a consequence. The comparative figures for the same month last year were: 15, 8, 6 and 5.

Easter Traffic

Report of Traffic during the Easter Pressure Period (three days) 1946:

	1946	1945	Increase
Paid Telegrams including Priority	18,025	14,817	3,208
Priority	1,545	1,424	121
Total Messages including Deadhead and Service Messages	20,640	15,863	4,777
St. John's—Accepted at Counters	2,659	2,236	423
Delivered	4,763	4,131	632

Ice Intelligence Service

Daily reports by telegraph from certain offices in Newfoundland and Labrador to the Department of Natural Resources in connection with this service which began on the 20th February were discontinued after the 3rd April.

Collect Telegrams Not to be Accepted for Department of Supply

The following notice was telegraphed to all offices on the 25th April:

"Under no circumstances must **Collect** telegrams be accepted for the Deparmtent of Supply except from the duly authorized officials of that Department."

Telegrams to British Commonwealth Forces (BCOF) in Japan (Via Imperial)

Service for telegrams addressed British Commonwealth Forces (BCOF) in Japan has been arranged at Empire rates via Hong Kong and thence via Airmail from that point. All classes of telegrams including E.F.M. are admitted.

Telegraph Service Resumed with Dutch East Indies

Advice has been received that Public Telegraph Service has been resumed with the following points in Java and Sumatra:

Batavia, Bandoeng, Semarang, Soerabaja, Sabang, Medan, Padang and Palembang.

Messages may also be accepted for offices in all other islands of the Dutch East Indies. Government messages are admitted without restriction but private messages are only permitted at deferred rate and must be written in Dutch, Malayan, English or French languages and can only be accepted at sender's risk. Prepaid Reply (RP) messages are permitted.

Deadhead and Service Messages

It is noted, with concern, that the number of Deadhead and Service Messages continue to increase in spite of repeated instructions to the effect that this Service should only be used for urgent traffic where the mail service is not convenient.

Every official must realize that this free service slows down paid traffic to quite an extent and must therefore be kept to a minimum.

Officials at Head Repeating Offices should in future scrutinize every Deadhead and Service message to ascertain if the matter is urgent. If the subject matter is not considered urgent the office sending the message should be immediately notified that the message cannot be accepted and must be mailed.

POST OFFICE CIRCULAR.

THURSDAY, 23rd MAY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer given to the individual who receives acting promotion.

APPOINTMENTS

Glenwood ..... Miss Marjorie Sherring to be Postmistress and Operator as from the 1st. May, 1946.

Bay Roberts ..... Miss Patricia Delaney to be Assistant as from the 6th. May. 1946.

Buchans ..... Mr. Ross Caines to be Messenger as from the 1st. April, 1946.

Goose Bay ..... Mr. H. G. Ross to be Assistant as from the 8th. May, 1946.

Buchans ..... Miss Anne Bennett to be Assistant as from the 15th. April, 1946.

St. John's ..... Mr. Leo Osborne to be Indoor Messenger as from the 10th. May, 1946.

Curling ..... Mr. Clyde Whalen to be Messenger as from the 8th. May, 1946.

Port aux Basques ..... Mr. Frederick Billard to be Messenger-Assistant as from the 11th. May, 1946.

Avondale ..... Miss Kay Costello to be Postmistress and Telephone Attendant as from the 14th. May, 1946.

Carbonear ..... Mr. William Butt to be Assistant as from the 16th. May, 1946.

Little Catalina ..... Mrs. A. A. Johnson to be Postmistress and Telephone Attendant as from the 5th. May, 1946.

Southern Arm ..... Mr. Albert Thomas to be Telephone Attendant as from the 10th. May, 1946.

PROMOTION

St. John's G.P.O. ..... Mr. Chesley Bartlett, Letter Carrier, G.P.O. to be Porter as from the 2nd. May, 1946.

TRANSFER

Topsail ..... Mr. Harry Penney, Indoor Messenger St. John's to be Assistant Topsail (temporary) as from the 10th. May, 1946.

CONVERSION OF OFFICE

Stephenville ..... The office at Stephenville was converted from Telegraph to Telephone working as from the 20th. April, 1946. The telegraph connecting office is Harmon Field.

DAYLIGHT SAVING TIME

All clocks were put forward one hour as from 12 midnight on Sunday, 12th. May in accordance with the Standard Times Act of 1935. This will continue until midnight on Sunday, 5th. October, 1946.

MAILS

Resumption of Service to Germany, D.F. 1306

Postal communication with Germany has been resumed. Communications are restricted to non-illustrated Post Cards and letters up to one ounce on personal and domestic matters only. Business communications are not allowed.

Paper and Parcel Post are prohibited.

Amendment of Regulations Governing Export of Foodstuffs and Textiles by Parcel Post, D.F. 3150

Information has been received that as from the 17th. May, 1946, Defence (Control of Export) Regulations, 1943, and the Defence (Control of Export) Regulations, No. 2, 1944, (food and textiles respectively) have been amended whereby parcels may be sent by Parcel Post to the United Kingdom of Great Britain and Northern Ireland. Packages must of course comply with the United Kingdom Regulations, which are as follows:

> "Gift parcels, weighing up to eleven (11) pounds are admitted into the United Kindom without import licence. United Kingdom Regulations require that such parcels must not contain more than seven pounds of foodstuffs nor more than two pounds of any one kind of foodstuffs. There is no limit on the weight of textiles except that any one parcel must not weigh more than 11 pounds."

The notices which appear on pages 1246 and 1362 of the Post Office Circular of the 5th. February 1943 and the 16th. March, 1944, respectively are hereby cancelled, in so far as parcels to the United Kingdom are concerned.

Train Schedule, D.F. 421

The following summer schedule came into effect on the 12th. May, 1946:

EXPRESS TRAINS

Westbound:

Foreign Express Trains leave St. John's 10 a.m. Sunday (Overland Limited); 5 p.m. Tuesdays and Thursdays.

Local Express Trains leave St. John's 5 p.m. Mondays, Wednesdays and Saturdays.

Eastbound:

Foreign Express Trains leave Port aux Basques 9 a.m. Sundays, Wednesdays and Fridays.

Local Express Trains leave Port aux Basques 9 a.m. Tuesdays, Thursdays and Saturdays.

CARBONEAR BRANCH

Leave St. John's 8.15 a.m. Mondays, Tuesdays, Thursdays and Saturdays. Leave Carbonear 2.20 p.m. Mondays, Tuesdays, Thursdays and Saturdays, arriving St. John's 6.40 p.m. same days.

ARGENTIA BRANCH

Leave St. John's 9 a.m. Mondays, Tuesdays, Thursdays and Saturdays. Leave Argentia 3 p.m. Mondays. Tuesdays, Thursdays and Saturdays, arriving St. John's 7.25 p.m. same days.

BONAVISTA BRANCH

Leave St. John's 5 p.m. Mondays, Wednesdays and Saturdays. Arrive Bonavista 1.40 p.m. Tuesdays, 11 a.m. Thursdays, 5.00 a.m. Sundays.

Leave Bonavista 9 a.m. Wednesdays, 11 p.m. Thursdays, 11.30 a.m. Mondays. Arrive St. John's 10.45 a.m. Thursdays, 10.45 a.m. Fridays, 11 p.m. Mondays.

LEWISPORTE BRANCH

To Lewisporte: Connection will be made on No. 1 Express from St. John's 5 p.m. Tuesdays, Wednesdays and Saturdays, and on No. 2 Express from Port aux Basques 9 a.m. Saturdays, Tuesdays, Fridays.

From Lewisporte: Connection will be made by train leaving Lewisporte 11 p.m. Tuesdays, Fridays, Saturday and 3.10 a.m. Sundays, Wednesdays and Thursdays.

PORT AUX BASQUES-NORTH SYDNEY

Steamer to leave North Sydney 8.30 p.m. Saturdays, Tuesdays and Thursdays. Steamer to leave Port aux Basques 9.30 a.m. Mondays, 9 p.m. Wednesdays and Fridays.

MONTHLY TRAFFIC REPORTS, D.F. 3034

Several enquires have been received from Postmasters regarding items on the Monthly Traffic Report. Form No. 1392. In the event that other Postmasters may find difficulty on the same points it is considered advisable to explain them in the Circular.

Registered Items:

The total number posted plus the number received from other offices or R.P.O. for re-despatch should equal the number despatched to other offices or R.P.O.'s.

The number delivered should normally agree with the number received from other offices or R.P.O.'s for delivery apart from the registers which are on hand awaiting delivery at the end of the month concerned.

Telegrams and Phono Telegrams:

The number received over Counter for Despatch, Delivered, Sent, Received and Repeated must show all telegrams handled including Priority.

TELEGRAPHS

Reporting the Movements of Coastal Steamers, D.F. 1422

Offices are reminded of the necessity for reporting promptly and accurately the movements of the Coastal steamers. A notice in this connection was telegraphed to all offices on the 8th. May.

Telegrams for His Majesty's Forces in Greece and Iraq, D.F. 1306

Telegrams to members of H. M. Forces serving in Greece and Iraq should be addressed respectively: "British Forces in Greece" and "Pairforce" for Iraq. The above addresses will be regarded as the office of destination and counted and charged for as one word, other than in E.F.M.s.

Service with Italy, D.F. 1306

Advice has been received that code, cypher and all authorized plain languages may be used to and from Italy. Signatures are no longer obligatory and all special services as provided for in the International Regulations are permitted. The above, however, does not apply to the Venetie Julienne Territory (area near Trieste) where the previous restrictions still remain in force.

Telegrams for Goose Airport, D.F. 2413

Owing to difficulties in connection with the delivery of telegrams at Goose Airport, COLLECT telegrams addressed to private individuals cannot be accepted. Telegrams must bear a full address, such as, the Department or Unit with which the addressee is engaged. or any other information that might assist in effecting delivery. Unless such address information is given, telegrams must be accepted at sender's risk and claims for refundment of the charges in respect of telegrams so accepted will not be considered.

Mother's Day Traffic, D.F. 3034

Class	1946	1945	Increase	Decrease
Paid Telegrams including Priority	7,165	6,531	634	
Priority	656	675	.....	19
Total Traffic including Deadhead and Service Messages	7,802	6,894	908	
St. John's: Accepted at Counters	1,209	1,037	172	
Delivered	1,510	1,397	113	

ACCOUNTING

Telegraphed Money Orders, D.F. 4000

Effective immediately the Paying Office shall write the words "Please present this message at Post Office for Payment" on the message of advice to payee. If the order is uncalled for within three days, a notice must be then sent to the payee, and, if on the expiry of a further three days the order is still unpaid, the issuing office should be notified accordingly giving the reason for non-payment.

This instruction was telegraphed to all Money Order offices on the 13th. May, 1946.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Money Order Forms have been reported stolen:

Henning, Ill	38,966	to	39,000
Colony, Okla	80,158	to	80,200
Tacoma, Stn. 9 Wash	39,130	to	39,200
Warsaw, N.C.	244,284	to	244,400
Amarillo, Army Technical Village, Rural Station, Tex	946	to	1,000
San Gabriel, Garvey Br. Calif	88,876	to	89,000
Cleveland, Sta. C. Ohio	132,523	to	132,600
Deanville, Tex	28,096	to	29,000

Recovered Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms which were reported stolen, have now been recovered:

Toronto Postal Stn. N. Ont ..... 858-26804 to 858-28200
(Office numbered 4576)

Nos. 858-26771 to 858-26803 inclusive are still missing and are Office numbered 4576.

POST OFFICE CIRCULAR.

THURSDAY, 6th JUNE, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer given to the individual officer who receives acting promotion.

APPOINTMENTS

Harcourt ... Mrs. Samuel Strong to be Postmistress and Telephone Attendant as from the 20th May, 1946.

Burin ... Mr. Arnold White to be Messenger-Assistant as from the 20th May, 1946.

Grand Falls ... Mr. Woodrow Bargery to be Carrier-Assistant as from the 16th May, 1946.

Grand Falls ... Mr. Edward Healey to be Carrier as from the 18th May, 1946.

Stephenville ... Miss Imelda Dollard to be Postmistress and Telephone Attendant as from the 18th May, 1946.

Botwood Wireless ... Miss Marjorie Langdon to be Learner as from the 1st June, 1946.

Bareneed ... Mr. Chesley Batten to be Postmaster as from the 23rd May, 1946.

Allan's Island ... Mrs. Vincent Fleming to be Postmistress as from the 23rd May, 1946.

Tacks Beach ... Mr. Lewis Brown to be Postmaster and Operator as from the 16th May, 1946.

PROMOTION

Accounts Branch, Head Office ... Mr. James Escott, Grade II Clerk, to be Grade I Clerk, Assistant Accountant, as from the 18th May, 1946.

TRANSFER

St. Fintans ... Mr. William Ryan, Postmaster and Operator Tacks Beach, to be Postmaster and Operator St. Fintans as from the 29th May, 1946.

OBITUARY

The Department regrets to announce the death of Miss Audrey Noble, Messenger-Assistant at Lethbridge on the 18th May, 1946.

Miss Noble entered the Service on the 1st February, 1946.

OFFICE OPENED

Allan's Island ... .The Post Office at Allan's Island which was closed on the 31st July, 1944,, was re-opened on the 23rd Lay, 1946. This is a non-Money Order Office and the nearest Money Order Office is Lamaline. At the present time there is no telephone connection.

Bareneed ... .A non-Money Order Post Office was opened at Bareneed on the 23rd May, 1946. The nearest Money Order Office is Port de Grave. There is no telephone connection.

CHANGE IN ROUTING

Corner Brook became the Telegraph connecting office for all Telephone Offices in the Bay of Islands area, formerly connected to Curling, as from the 1st June, 1946.

COMMUNICATION RESTORED

Cape Ray .. . .Telegraph Communication was restored with the Canadian Government Station at Cape Ray on the 15th May, 1946.

MAILS

Parcel Post Bills, D.F. 1010

A number of cases have recently come to light in which Parcel Post Bills have been discovered in supposedly empty mail bags returned from different Post Offices throughout the country. In all these cases bills issued in respect of a dutiable parcel were involved and the Postmaster had reported receipt of dutiable parcels without bills. The carelessness which allowed these bills to remain in the mail bags gave rise to, in addition to the telegrams exchanged, a considerable amount of unnecessary research work in the Parcel Post section of the General Post Office, St. John's, and in the Accounts Branch.

Postmasters must take steps to ensure that all mail bags received at their ofices are properly emptied and that, before they are put aside for return or reuse, they are examined to verify that nothing remains in them. Postmasters who, through their failure to do this, involving the Department in an exchange of telegrams, will be subjected to disciplinary action and may be charged for the unnecessary telegrams and for the staff time involved in making unnecessary research.

Reported Non-receipt Insured and Dutiable Parcels, D.F. 1010

It not infrequently happens that enquiries made directly to the addressee of Insured and Dutiable parcels, non-receipt of which has been reported by Postmasters at offices of destination, result in the Department's being informed that the parcels concerned had actually been delivered to the addressees from the Post Offices which had reported their non-receipt. Clearly, in such cases, the items received were not carefully checked against the relative bills before being sorted for delivery.

Such failure on the part of Postmasters to check mails in accordance with instructions or properly record items, covering which bills are not received with the despatch concerned, results in the exchange of unnecessary telegrams and a considerable amount of unnecessary work at Head Office as well as at the despatching office or distribution office concerned.

In future Postmasters found guilty of such neglect of duty will be severely disciplined and may be charged for the unnecessary telegrams exchanged and for the staff time devoted to unnecessary work.

Mails for Bay of Islands Area, D.F. 1503

As of the 1st June, 1946, mails for points in the Bay of Islands area will be distributed from Corner Brook instead of from Curling.

In future, therefore, all mails previously assorted on Curling must be assorted on Corner Brook, except, of course, items for delivery from the Curling Post Office.

Registered Mail, D.F. 1005

It is observed that certain distribution offices are in the habit of renumbering registered items received at their offices or re-despatch. This procedure is irregular and must be discontinued.

Registers must in all cases be despatched under their original numbers. Numbers must not be altered.

ACCOUNTING

Issue of National Savings Stamps and Withdrawal of War Savings Stamp D.F. 4021

The blue War Savings Stamps are being withdrawn from sale and National Saving Stamps are now issued to substitute for the withdrawn War Savings Stamps and will be handled in the same way.

All offices will upon receipt of the National Savings Stamps **return** to the Chief Accountant any **War Savings Stamps** on hand and take **credit** in the General Account at item 28A for the value of the returned War Savings Stamps.

Postmasters will charge their General Account with the value of the National Savings Stamps received.

TELEGRAPHS

Secrecy of Telegrams, D.F. 3040

Complaints are occasionally received to the effect that the subject matter of telegrams has been divulged to persons other than the addressees by officials of this Department and that telephones operated in this Department's offices are often so placed as to permit members of the public to overhear or even to read telegrams which are being transmitted or which have been passed in for transmission or have been received.

It is a most serious offence for any official to divulge the contents of a telegram to an unauthorized person and carelessness or negligence which permits of members of the public overhearing or reading other persons telegrams is equally as serious.

Sections 122 of the Post Office Act reads:—

"Any person employed in a telegraph office who divulges the contents or substance of a telegram otherwise than by delivering the telegram or giving a copy of it to the person to whom he is authorized to deliver such telegram, or give such copy, shall be guilty of a misdemeanour, and on conviction thereof, shall be liable for every such offence to a penalty not exceeding four hundred dollars, or to imprisonment without hard labour for any term not exceeding two years."

For the purposes of this section a phonotelegram or a phonogram is a telegram and carelessness which permits the contents of a telegram to become known to unauthorzied persons is tantamount to divulging the content of the telegram concerned.

All officials are urged to pay especial attention to this matter and are warned that, in the event of its being definitely established that any official has divulged the contents or substance of any telegram, the official concerned will be prosecuted under the provisions of the section of the Act quoted above.

Labrador Seasonal Offices D.F. 3834

Labrador Seasonal Offices have been opened for the season as follows:

Comfort Bight	28th May, 1946
Fishing Ships Harbour	28th May, 1946

Services with Calcutta, India and Connected Offices, D.F. 1306

Advice has been received that telegrams to and from Calcutta and connected offices are subject to abnormal delay.

Service with Italian Aegean Islands, D.F. 1306

Telegraphic service has been established to the Aegean Islands and all restrictions have been removed.

Service with Haiti, D.F. 1306

Advice has been received that only telegrams written in plain English, French and Spanish languages are permitted to and from Haiti. Code is not allowed.

Changes in Rates British West Indies, etc., Via Cables and Wireless Limited, D.F. 2424

The following changes in rates to Bermuda, Turks Island, Bahamas, British West Indies, British Honduras and British Guiana via Cables and Wireless, Limited (IMPERIAL) are effective as from the 1st June, 1946:

Ordinary	.22	cents per word
Code	.13½	" " "
LC	.11	" " "
NLT and GLT	.07 1/3	" " "
British Government	.11	" " "
British Government, CDE	.07	" " "

POST OFFICE CIRCULAR.

THURSDAY, 20th JUNE, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer given to the individual officer who receives acting promotion.

SERVICE HONOURS

The Secretary has learnt with great pleasure that the undermentioned officer of the Post Office has been honoured for services rendered to his country. He tenders his congratulations upon the signal honour he has earned whilst serving with the Armed Forced.

MENTIONED IN DESPATCHES

Wilfred N. French, L/Sgt. R.A., S. W. Class III. Gander.

APPOINTMENTS

Port Aux Basques ..... Mr. J. F. Warren, Postmaster and Operator at Badger, who was granted Leave of Absence to join the Armed Forces, has resumed duty as Postmaster and Operator Port Aux Basques as from the 24th. May, 1946.

St. Juliens ..... Mrs. Chesley Short to be Seasonal Postmistress and Operator as from the 3rd. June, 1946.

Bay Roberts ..... Mr. Edward Wilcox to be Messenger as from the 1st. June, 1946.

Ladle Cove ..... Miss Myrtice Wellon to be Postmistress and Telephone Attendant as from the 11th. June.

Cupids ..... Mr. Raymond Dawe to the Postmaster and Telephone Attendant as from the 1st. June, 1946.

OFFICE OPENED

St. Juliens ..... The Seasonal Telegraph Office at St. Juliens was opened on the 3rd. June, 1946. The telegraph call letters are "JU".

OBITUARY

The Department regrets to announce the death of Mr. J. M. Tilley at the Notre Dame Bay Memorial Hospital at Twillingate on the 5th. June, 1946.

Mr. Tilley entered the Service in May, 1924 and was appointed Postmaster at Botwood on the 1st. September, 1935.

MAILS

Monthly Traffic and Semi-Annual Statistical Reports, D.F. 3034

In spite of repeated instructions to the contrary Monthly Traffic and Semi-Annual Statistical Reports are being forwarded to Head Office under registered cover. **These reports must not be registered** but forwarded as ordinary mail.

Monthly Traffic and Semi-Annual Reports must be addressed to the **Staff Clerk, G.P.O., St. John's.**

Maintenance and Care of Public Buildings, D.F. 3131

It has come to notice that adequate precautions against fire are not taken in all cases and that inflammable and combustible materials have been stored in public buildings contrary to safe practice. At least one serious fire has resulted from this cause. All possible precautions must be taken against risk of damage to buildings and contents by fire and in no circumstances should any inflammable or combustible materials be stored in other than what may be considered a safe place.

The Secretary for Public Works has requested that the following points be brought to the attention of the staff:

(1) In no circumstances should gasoline and oils be stored in a public building, cottage hospitals, residences or other main building. If quantities of these supplies must be kept, they should be stored in small separate premises at least fifty to a hundred feet away from the main building or they should be kept in the open.

(2) In places where gasoline, oils or other inflammable materials are stored no smoking should be permitted and this rule should be rigidly enforced.

(3) Hay, Excelsior, paper exclusive of official files, or any other inflammable materials should not be stored in basements, cupboards, or other enclosed spaces, nor should rubbish be permitted to be accumulated.

(4) Fire extinguishers of suitable size and type should always be immediately available and so placed that they may be ready for quick use in the event of an emergency. If no fire extinguisher is on hand, a requisition should be submitted for a supply.

(5) No motor vehicles should be permitted to be stored in the basement of any building, whether it be a residence, public building or hospital.

Service with French Indo-China, D.F. 1306

Information has been received that Letters, Printed Papers, Commercial Papers, Samples and Small Packets, weighing not more than 1 lb. may now be accepted for surface transmission from the United Kingdom through the French Post Office to Cambodia and Cochin.

Express Green Label Post and Registration services are also available.

Service to Annam Laos and Tonkin is still restricted to unregistered letters weighing not more than 1 oz. and Postcards.

The restrictions on transactional business correspondence for French Indo-China and Siam are now removed.

Service with Burma, D.F. 1306

Parcel Post Service to Burma, excluding C.O.D. and Insured, has been restored. The limit of weight is 7 lbs.

Post Office Robberies, D.F. 3001

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts may be committed which might be avoided with a little extra care. Postmasters will, therefore, please carefully observe the following instructions:

(1) Doors and windows of Post Office premises should be carefully locked and bolted at night.

(2) Post Office valuables must be given maximum protection at all times, but particularly after the office is closed for the day. If there is a safe on the premises these valuables should be placed therein.

(3) Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the Postmaster will be required to make good any loss involved.

(4) In all cases where a robbery or an attempted robbery has been committed the Postmaster should immediately report it by wire or telephone to the Secretary.

Mis-Assorting, D.F. 1500

In view of the number of enquiries which are received in respect of missing mail matter which, after considerable delay, arrives at the office of destination, it would appear that sufficient care is not exercised in the Assorting of mail The following notice published on page 1395 of the Post Office Circular under the above caption is repeated:

"There is room for improvement in assorting at many offices. All members of the staff who do assorting work should give this matter their close attention. Owing to the infrequency of the mail service to many parts of the country it should be obvious that a considerable degree of inconvenience is sustained by the public whenever mail or correspondence is sent to the wrong office and this applies especially to the mis-assorting of a bundle of letters. There can be no excuse for putting a bundle of mail in any other bag than that of the proper office of delivery or distribution, and the greatest care in handling bundles should be exercised".

Reference Numbers on Correspondence, D.F. 3006

Officials are requested to quote the reference number on correspondence when replying to letters from Head Office. This reference number will be found at the top left hand corner. The quoting of this number facilitates the disposal of correspondence at Head Office.

TELEGRAPHS

Labrador Seasonal Offices, D.F. 3834

Labrador seasonal offices have been opened for the season as follows:

Hawkes Harbour	3rd. June
Domino	8th. June
Grady	10th. June

Free Delivery Limit of Telegrams, D.F. 2413

The following notice with appears on page 1512 of the Post Office Circular is repeated for attention:

"The limit of free delivery of telegrams is as follows: Where there is no messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

"When a telegram is received for an address outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

"In every case confirmation of delivery must be obtained".

Service with Siam, D.F. 1306

Advice has been received that all restrictions respecting telegrams to Siam have now been removed.

Service with Haiti, D.F. 1306

With reference to the notice which appears on page 1596 of the Post Office Circular, advice has been received that censorship of telegrams has now been removed.

Service with the Phillippine Islands, D.F. 1306

Telegrams may now be accepted for the following additional offices in the Philippine Islands: Agricultural College Batangas, Calamba, Lucena, Masbate, San Pablo, Laguna, Virac.

Rates are as for all other offices.

Changes in Rates to Puerto Rico, Etc., Via Cables and Wireless Ltd. (Imperial) D.F. 2424

The following rates became effective on the 1st. June to Puerto Rico, St. Croix and St. Thomas.

Ordinary	33	cents
CDE	22	"
LC	16½	"
NLT	11	"
British and U. S. Govts.	16½	"
British and U. S. Govts. CDE	11	"
Press	07½	"

Telegraph Traffic May, D.F. 3034

Class	1946	1945	Increase
Paid Telegrams including Priority	97,676	82,771	14,905
Priority	11,376	10,822	554
Phono-Telegram	2,613	2,093	520
Total Paid Traffic	100,289	84,864	15,425
Deadhead and Service Messages	10,579	9,368	1,211
Telegram Equivalent Public Despatch and Weather Forecasts	9,660	4,180	5,480
Total Traffic	120,528	98,412	22,116

During the month 10 complaints were received and dealt with. In five cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition six cases of irregularities were disclosed through routine supervision. Fines ranging from 10 cents to 51 cents were imposed on seven officials as a consequence. The comparative figures for the same month last year were: 10, 5, 11 and 9.

ACCOUNTING

Collection of Radio Licences, D.F. 4010

The Chief of Police has offered to assist in the collection of Radio Licences in any way practicable provided that this Department furnish him with lists of the names of the defaulters.

Police officers may sell licenses but will not be supplied with books by Head Office. They may borrow a book of licences from the local Post Master who will supply the list of names of unlicenced radio owners. The licence fees will be turned over to the Postmaster when collected.

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Orders have been reported stolen:

Millbrook, Ont. ..... 857-03180 to 857-03200
and
932-12801 to 932-13400

(Office numbered 3644).

Stolen U.S. Postal Money Order Forms, D.F. 4114

The following United States Postal Money Orders have been reported stolen:

Berkley Sta. 16, Calif. ..... 19,597 to 19,600
Oak Ridge, La. ..... 150,401 to 150,600

POST OFFICE CIRCULAR.

THURSDAY, 4th JULY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer given to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ..... Mr. D. Burry to be R.P.O. Mail Clerk as from the 11th May, 1946.

Corner Brook ..... Miss Marion Moore to be Assistant as from the 1st June, 1946.

Sweet Bay ..... Mrs. Gregory Maloney to be Postmistress and Telephone Attendant as from the 1st July, 1946.

St. John's, G.P.O. ..... Miss Ruth Tibbs to be Counter Clerk as from the 16th June, 1946.

Browns Arm ..... Mr. Wallace Sceviour to be Postmaster as from the 1st July, 1946.

Summerside ..... Mrs. Herbert Wheeler to be Postmistress and Telephone Attendant as from the 1st July, 1946.

Aquaforte ..... Miss Grace Windsor to be Postmistress and Telephone Attendant as from the 1st July, 1946.

St. Lawrence ..... Miss Carmel Tarrant to be Messenger-Assistant as from the 1st July, 1946.

Gander ..... Miss D. Anstey to be Telephone Exchange Operator as from the 1st July, 1946.

Point Verde ..... Mrs. Margaret Greene to be Postmistress and Telephone Attendant as from the 1st July, 1946.

Harricott ..... Mrs. Matthew Evoy to be Postmistress as from the 1st July, 1946.

TRANSFER

Gander ..... Mr. E. J. Milley, Assistant Postmaster, Grand Falls, to be Postmaster Gander as from the 1st June.

RETIREMENTS

Port Aux Basques ..... Mr. Archibald Bungay, Postmaster and Operator, effective 23rd May, 1946.

Fishot ..... Mrs. Maurice Bromley, Postmistress, effective the 12th June, on combination of Telegraph with the Post Office.

Point Verde ..... Mrs. Margaret M. Greene, Sr., Postmistress and Telephone Attendant, effective 30th June, 1946, on age limit.

Sweet Bay ..... Mrs. M. M. Kelly, Postmistress and Telephone Attendant, effective 30th June, 1946, on medical grounds.

St. John's Head Office ..... Mr. William P. Hiscock, Statistical Officer, effective 29th June, 1946, on abolition of office.

OFFICE CLOSED, D.F. 3903

Western Arm ..... The Post Office at Western Arm was closed on the 13th June, 1946. For the present and until further notice mails will be despatched to Seal Cove, W.B.

ANNUAL LEAVE, D.F. 3004

With the arrival of the summer months the demands for annual leave are increasing but, due to the number of resignations which absorb relief officials, it is becoming increasingly difficult to meet the demands. Officials must realize that unless relief officials are available it will not be possible to grant annual leave. While this is not desirable as it is appreciated that all officials need leave after a year of work, there appears no alternative but to suspend leave unless relief officials are secured.

All Postmasters who have students qualified to relieve or who know of any ex-official with telegraph qualifications who would assist during the leave period, should notify the Staff Clerk as early as possible in order that as much leave as possible may be arranged during the summer months.

BILLS FOR PAYMENT, D.F. 3001

Bills for relief work, travelling and board, etc., continue to be received without the expenditure order, dates during which expenditure was incurred, certification by the official in charge, etc., which are required.

Postmasters when forwarding these bills should ensure that the required particulars are given.

It is not necessary to forward duplicate bills for the above mentioned items.

BIRTH CERTIFICATES, D.F. 3001

Officials are reminded that it is necessary to forward a birth certificate to the Staff Clerk on appointment to any post in this Department. Those officials who have not already done so should forward their certificates at the earliest possible date.

Several requests have been received for the return of birth certificates but it must be understood that delay in the return of certificates is occasioned by the fact that each entry in the Staff record must be checked by the Auditors who only visit this Department periodically and are not permanently stationed here. Certificates will be returned under registered cover as soon as they have been cleared.

The following Birth Certificates are on hand which are not possible to identify and therefore held pending further information:—

Certificate issued at St. Peter and Paul's Crides to certify that Ellen Roche, child of William Roche and Lucy Stephenson, was born on the 27th February, 1889.

Certificate issued at St. Peter and Pauls Church, Bay Bulls, to certify that Mary Josephine, child of John Maher and Elizabeth Blackler, was born on the 6th January, 1887.

Will the officials concerned contact the Staff Clerk in order that the certificates may be returned.

It is requested that married women attach a note giving married name when forwarding certificates.

MAILS

Air Mails, D.F. 1103

The limit of weight of Air Mail letters to Great Britain has been increased to four pounds eight ounces.

Fuel Requirements, D.F. 3035

In future all fuel requirements for Money Order Offices should be addressed to the Controller of Stores.

Postmasters at Money Order Offices, who have not yet forwarded their requisitions for fuel supplies for the year 1946-47 are requested to do so by first mail.

Fraudulent Use of Postage Stamps Already Used, D.F. 1208

Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the post any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose shall incur a penalty not exceeding forty dollars for every such offence. (Extract from Postal and Telegraph Act).

If a Postmaster has grounds for believing beyond all reasonable doubt that a stamp affixed to an item of correspondence or printed or embossed on any stamped stationery has already been used he should withhold the item of correspondence from the normal course of circulation in the mails and forward it with a report to the Secretary. The stamp should not be cancelled with the office date stamp. The report should give the date of posting of the item and the name and address of the sender if known to the Postmaster.

It goes without saying that Postmasters should exercise extreme care in this matter and should not withhold an item from due course of circulation unless the evidence of fraudulent use is conclusive. It does not follow for example that because a stamp is dirty it has necessarily been used on a previous occasion. The most conclusive evidence is the mark of a previous date stamp or postmark.

Attention is drawn to the fact that any item of correspondence which may be found to have Newfoundland Customs Duty Stamps, in place of authorised stamps, should not be forwarded to destination but should be enclosed in an official cover, with a report, and sent to the Secretary.

Emptying of Mail Bags, D.F. 1007

It is regretted that it should be necessary to repeat constantly instructions which have appeared in previous issues of the Post Office Circular. Despite the instructions in the Secretary's foreword on each Circular, Postmasters are apparently not reading each Circular as it is issued.

Bags labelled "Empties' have been received at the General Post Office, St. John's, but on examination small parcels and packages of letters have been found in the supposedly empty bags.

It is evident from this that the instructions given in the Circular with reference to emptying of mail bags are not being followed at all offices. All Postmasters, and especially those in charge of distribution offices, are again instructed to make sure that all mail bags are emptied by turning them inside out.

A despatch of mail must in no circumstances be included in a bag labelled "Empties."

Any future cases of non-observance of these regulations will be dealt with severely.

TELEGRAPHS

Commercial Cable Company Office Opened at Rotterdam, Holland, D.F. 2510

Advice has been received from the Commercial Cable Company that with effect from the 30th June, the Company operates its own Office at Rotterdam, Holland.

Service with Italy, D.F. 1306

Advise has been received that code messages are now admitted for destinations in Venezia Juliana, Italy, provided previous permission has been obtained from the telegraph authorities at the place of destination. The following plain languages are also permissible: English, French, Spanish, Portuguese and Italian. All Messages are still subject to sender's risk.

Change in Rates British West Indies, etc., via Cables and Wireless Limited D.F. 2424

With reference to the notice which appears on page 1596 of the Post Office Circular, it should be noted that the CDE rate is amended to 14 cents per word.

Telegrams for St. John's Insufficiently Addressed, D.F. 2412

The following instruction, published on page 1455 of the Post Office Circular, is repeated for information:—

"It is necessary that telegrams for other than well known business firms and/or persons connected with such firms addressed in care of the firm, should have a full and complete street address, that is, house number, name of street, and, in the case of telegrams for other than householders, the name of the householder, thus:—

John Smith,
c/o White,
102 Young Street,
St. John's.

"If it is not possible to obtain a complete address as outlined above, the telegram must be accepted at the sender's risk and the sender so informed at the time of filing.

"In the case of telegrams which are replies and addresses are unknown the reference to the telegram to which it is a reply must be given in the preamble, thus:— "Ans. Yr. 36/14."

ACCOUNTING

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Nashville, Fisk University Sta., Tenn. ..... 18,762 to 18,800

Recovered U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms which were reported stolen have now been recovered:—

New York, Navy 15380 Br. N.Y. ..... 9,801 to 10,000
Damascus, Ohio. ..... 47,683 to 47,800

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:

Vanessa, Ontario ..... 944-89883 to 944-90200
(Office number 4809)

POST OFFICE CIRCULAR.

THURSDAY, 18th JULY, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Gander ....Mr. Marven Skinner to be Assistant as from the 25th June, 1946.

Pacquet ....Miss Alemdia Sacrey to be Postmistress and Telephone Attendant as from the 16th July, 1946.

Roberts Arm ....Miss Marion Wells to be Postmistress and Operator as from the 14th June, 1946.

Springdale ....Miss Eileen Spencer to be Messenger as from the 1st July 1946.

Harbour Grace ....Mr. George Pynn to be Messenger as from the 1st July, 1946.

Buchans ....Mr. Hedley Bennett to be Messenger as from the 1st July, 1946.

Buchans ....Mr. Peter Byrne to be Assistant as from the 1st July, 1946

Lomond ....Miss Lydia Rumbolt to be Postmistress and Telephone Attendant as from the 8th July, 1946.

Channel ....Miss Maisie Walters to be Messenger-Assistant as from the 13th July, 1946.

Harbour Buffett ....Miss Ivy Ingram to be Messenger as from the 1st July, 1946.

Topsail ....Mr. William Kearley to be Messenger-Assistant as from the 10th July, 1946.

Morrisville ....Mrs. Olive Rose to be Postmistress and Telephone Attendant as from the 1st August.

Bear Cove, W.B. Mrs. William Hollett to be Postmistress and Telephone Attendant, as from the 1st July, 1946.

TRANSFERS

Clarenville Mr. H. V. Newhook, Postmaster and Operator, Pilley's Island, to be Postmaster (Acting) Clarenville, as from the 29th June, 1946.

Clarenville ....Miss Myrtle Oldford, Postmistress and Operator Windsor, to be Assistant (Acting) Clarenville as from the 7th July, 1946.

Windsor ....Mr. Albert Noble, Assistant Clarenville, to be Postmaster and Operator Windsor as from the 7th July, 1946.

Pilley's Island ..Miss Elsie Murcell, Postmistress and Operator Roberts Arm, to be Postmistress and Operator Pilley's Island as from the 24th June, 1946.

Grand Falls ..... Mr. Joshua Bannister, Postmaster and Operator Millertown, to be Postmaster Grand Falls as from the 3rd July, 1946.

Roddickton ..... Miss Ella Tarrant, Messenger-Assistant St. Lawrence to be Postmistress and Operator at Roddickton as from the 3rd July, 1946.

Stores Branch, St. John's ..... Mr. W. T. Veitch, Grade II Clerk Accounts Branch to be Grade II Clerk Stores Branch as from the 25th June, 1946.

PROMOTIONS

Accounts Branch, St. John's ..... Mr. D. J. Mealey, Grade III Clerk, Accounts Branch, to be Grade II Clerk as from the 26th June, 1946.

Topsail ..... Miss Nina Kearley, Messenger-Assistant Topsail, to be Assistant as from the 15th July, 1946.

RETIREMENTS

Riverhead Salmonier ..... Mrs. William Hurley, Postmistress and Telephone Attendant will retire on the 31st July, 1946, on age limit.

Lower English Hr. East ..... Mrs. Elizabeth Hackett, Postmistress and Telephone Attendant, will retire on the 31st July, 1946, on age limit.

OFFICE OPENED

Lomond ..... The Post Ofice at Lomond which was closed on the 15th December, 1945, has been re-opened as from the 8th July, 1946. Money Order facilities are still suspended (D.F. 3574).

Bear Cove, W.B. ..... A Non-Money Order Post Office was opened at Bear Cove, W.B., on the 9th July, 1946. For the present telephone facilities are not available. This Office replaces the office at Western Arm which was closed on the 13th June, 1946. The nearest Money Order Office is Westport (D.F. 3319A).

SICK LEAVE WITH PAY, D.F. 3004

It is evident from correspondence received at this office that the regulations governing sick leave with pay are not understood. For the information of all officials the following instructions are repeated:

"In accordance with Treasury regulations sick leave with pay may only be awarded to temporary officials (that is, officials who have been appointed since September, 1939) on the following scale:—

Length of Service	Sick Leave with Pay
One month	None
Two to six months inclusive	Three weeks on full pay.
Seven to Twelve months	Four weeks on full pay.
Over Twelve months	Six weeks on full pay and six weeks on half pay.

It should be noted that sick leave is not granted when the official does not intend to return to duty. Several cases have occurred where officials were granted sick leave and after three or four weeks on sick leave with pay have tendered their resignations. In such cases the date of resignation is taken as the date of commencement of leave.

ONE MONTH'S NOTICE OF RESIGNATION REQUIRED, D.F. 3001

All officials are reminded that it is necessary to give one month's notice of resignation in writing. Notices of resignation should be given to take effect on the end of the month.

MAILS

Suspension of Service for Forces on Field Service in India, D.F. 4142

Information has been received from the British Post Office that Money Order and Insurance services to naval personnel through Fleet Mail Offices in India have been discontinued.

All offices are hereby notified that the acceptance of Money Orders and insured articles, addressed to naval personnel when such articles are addressed "H.M.I.S., c/o British Fleet Mail" or c/o Fleet Mail Office, is prohibited.

Statistics, D.F. 3034

In spite of repeated instructions to the contrary Monthly Traffic Reports and Semi-Annual Statistics continue to be forwarded to the Staff Clerk under registered cover.

These reports must not be registered. Should officials continue to disregard this instruction it may be necessary to charge the official responsible for the cost of local registration which is five cents.

ACCOUNTING

Exchange Rates, D.F. 4133

The following notice was telegraphed to all offices on the 6th July, 1946:

"Effective to-day, 6th July, exchange on U.S.A. funds is buying rate par. Selling rate one half percent. Money Orders issued will be at the latter rate. Sterling rates: Paying $4.02, Issuing $4.04 equals one pounls."

For easy reference for the staff the following Exchange Tables have been prepared:

STERLING EXCHANGE TABLES

FOR ISSUING: $4.04 = £1.						FOR PAYING: $4.02 = £1					
£	$ c.	S.	$ c.	D.	$ c.	£	$ c.	S.	$ c.	D.	$ c.
1	4.04	1	.20	1	.02	1	4.02	1	.20	1	.02
2	8.08	2	.40	2	.04	2	8.04	2	.40	2	.04
3	12.12	3	.61	3.	.05	3	12.06	3	.60	3	.05
4	16.16	4	.81	4	.07	4	16.08	4	.80	4	.07
5	20.20	5	1.01	5	.09	5	20.10	5	1.00	5	.09
6	24.24	6	1.21	6	.10	6	24.12	6	1.21	6	.10
7	28.28	7	1.41	7	.12	7	28.14	7	1.41	7	.12
8	32.32	8	1.62	8	.14	8	32.16	8	1.61	8	.14
9	36.36	9	1.82	9	.15	9	36.18	9	1.81	9	.15
10	40.40	10	2.02	10	.17	10	40.20	10	2.01	10	.17
11	44.44	11	2.22	11	.18	11	44.22	11	2.21	11	.18
12	48.48	12	2.42			12	48.24	12	2.41		
13	52.52	13	2.63			13	52.26	13	2.61		
14	56.56	14	2.83			14	56.28	14	2.81		
15	60.60	15	3.03			15	60.30	15	3.01		
16	64.64	16	3.23			16	64.32	16	3.22		
17	68.68	17	3.43			17	68.34	17	3.42		
18	72.72	18	3.64			18	72.36	18	3.62		
19	76.76	19	3.84			19	76.38	19	3.82		
20	80.80					20	80.40				

Exchange Table for Money Orders Issued on United States, D.F. 4132

Up to $ 2.00	.01	cents
$ 2.01 to $ 4.00	.02	"
4.01 to 6.00	.03	"
6.01 to 8.00	.04	"
8.01 to 10.00	.05	"
10.01 to 12.00	.06	"
12.01 to 14.00	.07	"
14.01 to 16.00	.08	"
16.01 to 18.00	.09	"
18.01 to 20.00	.10	"

American Money Orders will be paid in Newfoundland at face value.

TELEGRAPHS

Rates to Egypt, D.F. 2427

The following are the current rates to Egypt:—

First Region:	Ord.	CDE	LC	NLT.	Brit. Govt.	Press
Alexandria, Cairo, Suez, Port Said, Port Tewfik	.42	.26	.21	3.50 and 14	.21	.18
Other Offices	.42	.26	.21	3.50 and 14	.22½	.18
Second Region	.45	.27	.22½	3.75 and 15	.25	.19½
Third Region:						
Port Sudan	.49	.30	.24½	4.09 and 16 1/3	.24½	.21½
Other Offices	.49	.30	.24½	4.09 and 16 1/3	.27	.21½

Rates to Puerto Rico, Etc., D.F. 2427

The revised rates to Puerto Rico, etc., which appear on page 1600 of the Post Office Circular also apply via Commercial Cable Company and Anglo-American Telegraph Company.

Service with U.S.S.R (Russia) D.F. 1306

Advise was received on the 2nd July that all restrictions in respect to telegrams with U.S.S.R. (Russia) have been removed.

Mackay Radio (Commercial Cables) D.F. 2510

Advise has been received that MacKay Radio (Commercial Cable Company) has opened a direct Radio Telegraphic circuit between San Francisco and Manila, Philippine Island.

Telegraph Traffic June, D.F. 3034

Class	1946	1945	Increase	Decrease
Paid Telegrams including Priority	93,141	86,345	6,796	
Priority	12,780	10,669	2,111	
Phono-Telegrams (estimated)	2,700	2,476	224	
Total Paid Traffic	95,841	88,821	7,020	.....
Deadhead and Service Messages	10,081	10,374		293
Telegram Equivalent Public Despatch, etc.	8,460	4,750	3,710	
Total Traffic	114,382	103,945	10,437	

During the month 10 complaints were received and dealt with. In 9 cases the Service was found to be at fault as the result of carelessness or negligence on the part of officials; in addition 9 cases of irregularities were disclosed through routine supervision. Fines ranging from 10 cents to 30 cents were imposed on 6 officials as a consequence. The comparative figures for the same month last year were: 13, 6, 14 and 14.

POST OFFICE CIRCULAR.

THURSDAY, 1st AUGUST, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hare Bay, B.B.	...Mr. B. Collins to be Postmaster and Telephone Attendant as from the 11th July, 1946.
Musgrave Harbour	....Miss Loretta Martin to be Postmistress and Operator as from the 12th July, 1946.
Long Harbour, P.B.	....Mrs. T. J. Murray, Postmistress and Telephone Attendant, whose resignation was to take effect on the 30th June, has withdrawn her resignation and will continue in the Service.
Port Anson	....Mrs. May Hillier to be Postmistress and Telephone Attendant as from the 1st August.
St. John's Telegraphs	....Miss Margaret Johnston to be Telephonist as from the 15th July, 1946.
Grand Bank	....Mr. Robert J. Evans to be Messenger–Assistant as from the 14th July, 1946.
Riverhead Salmonier	....Miss Pauline Marrie to be Postmistress and Telephone Attendant as from the 1st August.
Swift Current	....Mr. H. D. Beck to be Telephone Attendant as from the 16th July, 1946.
Musgravetown	....Miss Phyllis M. Knee to be Postmistress and Telephone Attendant as from the 10th July.
St. Bernards	....Miss Marie Parrott to be Postmistress and Telephone Attendant as from the 22nd July.
Engineering Branch	....Mr. Samuel Moores to be Skilled Workman, Class III, as from the 11th July, 1946.
Clarenville	....Miss Catherine Bennett to be Messenger as from the 24th July, 1946.
Gander	....Mr. Edgar Bailey to be Junior Assistant as from the 22nd July, 1946.
Markland	...Miss Violet Antle to be Postmistress as from the 12th August, 1946.
Gander	....Mr. James Hogan to be Teleprinter Operator as from the 19th July, 1946.
Monkstown	....Mrs. George Monk to be Postmistress and Telephone Attendant as from the 18th July, 1946.

TRANSFER

Gander ....Mr. Gordon Pike, Clerk St. John's Telegraphs, to be Teleprinter Operator Gander as from the 23rd July, 1946

OBITUARY

The Department regrets to announce the death of Mr. William Monk at Monkstown on the 17th July, 1946.

Mr. Monk entered the Service as Postmaster and Telephone Attendant on the 28th February 1934.

VACANCIES

Applications addressed to the Secretary will be received for the following positions:

Change Islands ....Postmaster and Operator. Salary $600.00 per annum. War Bonus $270.00 p.a. for women and single men and $330.00 p.a. for married men. Closing date for applications 29th August.

Nipper's Harbour ....Postmaster and Operator. Salary $600.00 per annum. War Bonus $270.00 p.a. for women and single men and $330.00 p.a. for married men. Closing date for applications 29th August.

St. Mary's ....Postmaster and Operator. Salary $480.00 per annum. War Bonus $216.00 p.a. for women and single men and $264.00 p.a. for married men. Closing date for applications 3rd August.

Applicants should state full particulars as to age, education and experience.

MAILS

Assorting Mails at Distribution Points, D.F. 1506

Postmasters at Offices which serve as distribution points should note that on the arrival of a mail which has to be re-assorted they should deal with that portion which is due for onward conveyance by the waiting Couriers before they attend to the assorting and delivery of the mail of their own settlement.

It is essential that there should be the minimum of delay between the arrival of the mail and the despatch of the connecting Courier Services. An avoidable delay of only one hour in despatching a Courier may cause serious dislocation throughout the whole of that service compared with which the delay of an hour in delivering the mail to the public at the distribution point is of relatively small importance.

Tying Bundles of Letters, D.F. 1000

The manner in which letters are tied in bundles by certain Offices is very unsatisfactory. It frequently happens that, owing to insecure tying, letters are received loose in bags at St. John's and by the T.P.O's, with the result that the expeditious handling of the mails is interferred with and there is a greater risk of letters failing to make due connections.

All officers, especially those who have been guilty of this irregularity in the past, should take due note of this matter for their future guidance.

Offices with Similar Names, D.F. 1506

Attention is drawn to the fact that there are a large number of cases of two or more Post Offices having the same or similar names, and whenever the opportunity arises therefore, it is the duty of Postmasters to bring this fact to the notice of the public and to impress upon them the need for correctly addressing their mail in order to avoid missending and delay. In these cases it is not sufficient for the address to contain only the name of the office of destination, it should contain also the name of the Bay or the name of the Electoral District.

Air Mail to Austria, D.F. 1306

Notice has been received to the effect that the limit of weight for Air Mail letters to Austria has been increased to one pound.

Registration facilities are also available.

Surface Mail to Austria, D.F. 1306

The limit of weight of surface letters addressed to Austria has been increased to one pound. Printed and commercial papers and sample post items up to one pound may now be accepted for delivery in Austria.

Registration facilities are available.

Prepayment of Postage, D.F. 1208

A number of instances have recently come to light in which items of mail, letter and parcel post, have reached the R.P.O. with no postage stamps affixed. In some cases the items were registered or insured.

While there is nothing which a Postmaster can do in connection with a letter posted without stamps but to tax it and send it forward, there is no excuse for the acceptance of a parcel or a registered item which has not been properly prepaid.

In future all items other than ordinary letters which are received without having been properly prepaid will be stamped at the General Post Office and the amount of the postage charged back to the Postmaster concerned. In addition the Postmaster concerned will be liable to disciplinary action.

Statstics, D.F. 3034

Many Postmasters continue to use Form No. 1080 for the Monthly Traffic Report. This Form became obsolete on the 1st May, 1946, and was replaced by Form No. 1392. May Monthly Traffic should therefore have been prepared on the new form and it has been necessary to return many Traffic Reports in order that the information be prepared and submitted on the new form.

If any Postmaster has not received a supply of Form 1392 he should send a requisition to the Controller of Stores immediately.

It is also observed that the instructions issued on the 11th April, 1946, at page 1577 of the Post Office Circular are not being followed. Both the Monthly Traffic and Semi-Annual Reports have been fully explained in the Post Office Circular and there is no excuse for these forms being improperly prepared. All officials are instructed to read these instructions and become fully conversant with the manner in which the reports should be prepared.

TELEGRAPHS

Telegrams for Grand Falls and Corner Brook, D.F. 2413

Addresses of telegrams for Grand Falls and Corner Brook must contain the name of street and where possible the house number, otherwise telegrams must be addressed in care of a well-known person. Unless such address information can be given, telegrams shall be accepted subject to senders risk and claims for refundment of the charges in respect of telegrams so accepted will not be considered.

Labrador Seasonal Offices, D.F. 3901

The following Labrador Seasonal Office has been opened:

Smokey ..... 8th July

Telegrams for Gander Airport, D.F. 2413

Attention is drawn to previous instructions respecting the delivery of telegrams at Gander Airport. Telegrams must bear a full and complete address, otherwise acceptance shall be at senders risk and claims for refundment of charges in respect to telegrams so accepted will not be considered.

Code Telegrams to U.S.S.R. (Russia) D.F. 1306

Advice has been received that telegrams in code to U.S.S.R. are subject to addressee having permission of the local authorities to use code. Telegrams in cypher are not admitted.

Commercial Cable Company Office Opened at Darmstadt, Germany, D.F. 2510

Advice has been received from the Commercial Cable Company that an office has been opened at Darmstadt, Germany, for the handling of Government, Press and Armed Forces telegrams.

Mackay Radio (Commercial) Opens Direct Radio Telegraph Circuit from New York to Rome, D.F. 2510

Advice has been received from the Commercial Cable Company that Mackay Radio has opened a direct Radio Telegraph Circuit between New York and Rome.

Servce with Burma, D.F. 1306

Advice has been received that Public Telegraph Service has been resumed with all parts of Burma.

Revision of Cable Rates to Certain Countries Via Cables and Wireless Limited, D.F. 2424

The following revision of cable rates will be effective as from the 1st August, 1946:

		Per Word
Antigua, Bahama Islands, Barbados, Bermuda, British Guiana, British Honduras, Carriacou, Cayman Islands, Dominica, Grenada, Jamaica, Monserrat, Nevis Island, St. Kitts, St. Lucia, St. Vincent, Tobago, Trinidad, Turks Island	Full Rate	.20
	Code	.12
	Deferred	.10
	Nlt & GLT	.06 2/3
	Brit. Govt. (ord)	.10
	Brit. Govt. (CDE)	.06

The following rates from Newfoundland to American possessions will become effective 1st August:

		Per Word
Guam, Midway and all Offices in Hawaiian Islands, Puerto Rico, St. Thomas, St. Croix	Full Rate	.30
	Code	.20
	Nlt	.10
	Deferred	.15

POST OFFICE CIRCULAR.

FRIDAY, 16th AUGUST, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Clarenville.... ....Miss Dorothy Strong to be Assistant as from the 7th August, 1946.

Laurenceton.... ....Mrs. Bertha Tetford to be Postmistress and Telephone Attendant as from the 5th August, 1946.

Millertown Junction ... .Miss Florence Churchill to be Postmistress and Telephone Attendant as from the 1st August, 1946.

Coachman's Cove.... .... Miss Hannah Fahey to be Postmistress and Telephone Attendant as from the 1st August, 1946.

Hopedale.... ....Mr. James Hardy to be Postmaster as from the 10th August, 1946.

Clarenville South.... ....Mrs. Layman Strong to be Telephone Attendant as from the 12th August, 1946.

Curling.... ....Mr. Reginald McHugh to be Messenger as from the 6th August, 1946.

Embree.... ....Mrs. Nath Nippard to be Postmistress and Telephone Attendant as from the 10th August, 1946.

English Harbour West ... . Miss Phyllis Fizzard to be Messenger Assistant as from the 12th August, 1946.

TRANSFERS

Millertown ... . Mr. J. S. Roberts, Postmaster and Operator Nipper's Hr., to be Postmaster and Operator Millertown as from the 16th August, 1946.

Botwood ... .Mr. A. E. Hynes, Postmaster and Operator Change Islands, to be Postmaster Botwood as from the 14th August, 1946.

PROMOTIONS

Administration, Head Office ..... . Mr. George Nicholl, Clerk Grade III in the Administration, to be Clerk Grade II as from the 1st August, 1946.

RETIREMENTS

Goulds, Brigus ... . Mr. Joseph Gorman, Postmaster, will retire on the 31st August, 1946, on the age limit.

VACANCIES

St. John's.... ....Telegraph Instrument Room

Applications addressed to the Secretary will be received up to the 15th September for appointments to four operators' posts in the St. John's Telegraph Instrument Room on salary scales of $700-40-900-50-1350 for male operators and $560-40-900-50-1250 for female operators. Typewriter qualifications are essential. Morse qualifications are desirable but not absolutely essential.

Applications should be made in the applicant's own handwriting through his or her immediate superior officer and should give full particulars of service.

MAILS

Enquiries Concerning Lost Items of Mail, DF 1600

Postmasters are advised that instructions appearing on page 224 of the Post Office Circular of the 9th December, 1937, concerning enquiries in respect of registered or insured items are hereby cancelled. The following instructions cover all types of enquiries and should be carefully studied and observed:

(1) **General**

Enquiries in respect of mail matter should normally be made by the sender and should, if the sender is resident in the place at which the item was posted, be addressed to the Postmaster at the office concerned. Should an enquiry be received from the addressee of any item of mail, he should be advised to communicate with the sender informing him that the item concerned has not been received and suggesting that the sender make enquiry in respect of it at the office of mailing.

The following information must be obtained from any person making enquiry in respect of any item of mail:—

(a) Place and date of posting.
(b) Full address of the item concerned.
(c) Contents of the item concerned.
(d) Full name and address of the sender.
(e) If registered or insured, the registered or insured number.

Postmasters receiving enquiries should check their records for any information concerning the item in respect of which the enquiry is made and forward the enquiry to the Chief Inspector, G.P.O., St. John's, together with the particulars of despatch of the item concerned, that is, the date on which the item was despatched, the office to which it was despatched and the registered or insured number if any.

(2) **Enquiries respecting registered, insured or C.O.D. items:**

(a) The sender should be asked if he has been advised by the addressee that the item has not been received.

(b) The sender should be asked if he requires proof of delivery or merely desires a report as to the disposal of the item.

(c) If he merely wishes a report as to the disposal of the item, particulars should be taken as in (1) above and the enquiry forwarded to the Chief Inspector.

(d) If he wishes proof of delivery he should be supplied with an Advice of Reception Card and asked to fill in his name and address on the front in the space provided. The particulars of the enquiry should be written on an official memorandum form and a fee of five cents collected from the sender, a stamp to this value being affixed to the official memorandum form and cancelled with a clear impression of the office date stamp. The memorandum and Advice of Reception Card should be sent to the Chief Inspector with particulars of despatch as in (1) above.

(3) **Ordinary Items**

Full particulars should be taken and sent to the Chief Inspector as laid down in paragraph (1) above. The sender should, however, be warned that as no record is kept of ordinary items of mail it is most difficult to trace them particularly in view of the fact that if they should have been properly delivered there is no means of proving delivery should the addressee deny receipt. The Advice of Reception Service is not available to ordinary items of mail.

NOTE: In no circumstances must enquiries in respect of items of mail be made by telegraph except upon the request and at the expense of the sender of the item concerned.

Return of Advice of Reception Cards, DF 1600

Despite instructions issued from time to time some Postmasters continue to return Advice of Reception Cards to the senders by registered post. These cards **must not** be registered. They must be returned by ordinary post and must not be enclosed in a covering envelope.

R.P.O's. and distribution offices observing Advice of Reception Cards which have been registered should cancel the registration and send the cards concerned forward by ordinary mail.

ACCOUNTING

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Dover, Mo.	50,691 - 50,800
Echo City, Utah	30,174 - 30,200
Tennessee Colony, Texas	59,910 - 62,000
Youngstown, Boardman Branch, Ohio	925 - 1,000

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Toronto, Postal Station N. 858-26758–858–26803

Office numbered **4576**

TELEGRAPHS

Revision of Rates Antigua, Bahama Islands, etc., and Guam, Midway, etc.

The revised rates to Antigua, Bahama Islands, etc., and Guam, Midway, etc., which appear on page 1612 of the Post Office Circular, also apply via Commercial Cable Company and Anglo Amercian Telegraph Company, as from August 1st 1946.

Service with Austria

Advice has been received that the following codes may now be used in telegrams to Austria: Lombard General code, Lombard Shipping and Transport code, Bentley's Second Phrase, New Standard Half Word, New Standard Three Letter, Peterson's International. The Polish Language may also be used.

Service with Lebanon and Syria

Advice has been received that all restrictions on telegrams to Lebanon and Syria are now removed.

Service with Philipine Islands

Telegraph service is now available to the following additional offices in the Philipine Islands: Bago, Negros, Occidental, Padre, Burgos, Gumaca, Calauag, Unisan, Gapan, Nueva, Soija, Olongapo, San Carlos, San Fernandounion, Capiz, Pulpandan, Silay.

Service wth Tripolitania

Telegrams to Tripolitania may be written in any plain language but telegrams in code are subject to addressees having permission of local authorities to use code. Telegrams to places beyond Tripoli are forwarded thence by post without additional charge, at sender's risk

Service with French Indo China

The following codes may now be used in telegrams to French Indo China subject to the name of code appearing in preamble: Acme, Bencom, Cogef Lugagne, 1929 National Francais, New Boe, Peterson's Third Edition, ABC Sixth Edition and Lieber's. Cypher is not allowed.

Radio Telephone Coast Stations Opened at Hawke's Harbour, and Comfort Bight, Labrador

Limited Radio Telephone Coast Stations were opened at Hawke's Harbour on July 12th, and Comfort Bight on July 19th. The Service is available to ships at sea from these stations. The charge for conversation is: $1.50 for the first five minutes or fraction thereof and .30 cents for each additional minute.

Telegraph Traffic July

Class	1946	1945	Increase	Decrease
Paid Telegrams including Priority	97,834	86,264	11,570	.....
Priority	13,256	11,404	1,852	.....
Phono-telegrams	2,350	2,113	237	.....
Total paid Traffic	100,184	88,377	11,807	.....
Deadhead and Service Messages	10,689	10,975	...	286
Telegram Equivalent Public Despatch	9,336	5,000	4,336	...
Total Traffic	120,209	104,352	15,857	.....

During the month 8 complaints were received and dealt with. In 6 cases the service was found to be at fault as a result of carelessness or negligence on the part of officials: in addition 6 cases of irregularities were disclosed through routine supervision. Fines of .10 cents were imposed on three officials as a consequence. The comparative figures for the same month last year were: 14, 10, 16 and 15.

POST OFFICE CIRCULAR.

THURSDAY, 29th AUGUST, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Cape Broyle ... .Miss Barbara O'Brien to be Postmistress and Operator as from the 24th August, 1946.

New Melbourne ... .Mrs. Walter Driscoll to be Postmistress and Telephone Attendant as from the 1st Sepember, 1946.

Bishop's Falls ... .Miss Ruby Bannister to be Postmistress and Operator as from the 11th August, 1946.

Cartyville ... .Miss Pauline Kent to be Postmistress and Operator as from the 12th August, 1946.

St. Anthony.... ....Mr. Joseph Walker to be Night Operator as from the 4th July, 1946.

St. Anthony.... ....Mr. Harvey Stride to be Night Operator as from the 4th July, 1946.

St. John's Engineering Branch ....Mr. Harold Lever to be Skilled Workman, Class III, as from the 24th July, 1946.

O'Regan's ... .Mr. Placid J. White has been appointed Postmaster and Telephone Attendant, as from the 20th July, 1946.

PROMOTIONS

St. John's Engineering Branch ....Mr. Patrick Byrne, Skilled Workman Class III, to be Skilled Workman Class II, as from the 1st July.

St. John's Engineering Branch ....Mr. W. P. Stoyles, Skilled Workman Class III, to be Skilled Workman Class II, as from the 1st July.

RETIREMENT

Cartyville ... .Mr. E. G. Legge, Postmaster and Telephone Attendant, effective 11th August, 1946.

CONVERSION OF OFFICE

Cartyville ... The Telephone Office at Cartyville has been converted to Telegraph as from the 16th August, 1946. The Telegraph Call Letters are "CU."

O'Regans ... The Telephone Office at O'Regans has been converted to Postal and Telephone as from the 20th July, 1946. The nearest Money Order Office is Doyles.

MAILS

Courier Services, D.F. 1400

In accordance with the policy of the Department, notices calling for tenders in respect of the Winter Courier Services have been sent to different Post Offices concerned. A supply of "Tender for Courier Service" Forms accompanies each notice.

Postmasters should display these notices in a prominent place. Any interested party should be given a Tender Form to complete.

It should be made clear to persons making tenders that trips must commence and terminate at the place named on the notice; that the five (5) month services begin on the 1st December, 1946, and end on the 30th April 1947; and the four (4) month services begin on the 1st January, 1947, and end on the 30th April, 1947.

Correspondence Insufficiently Prepaid, D.F. 1000

There is reason to believe that many of the staff are not fully acquainted with the rules regarding the treatment of correspondence which has not been properly prepaid by the sender.

If there is a shortage of postage on a letter or other article of correspondence, but not a parcel or a register, the item should be taxed with double the deficiency. If for example the proper postage is 4 cents and the sender has affixed a 2 cent stamp only the deficiency is 2 cents and the item should be taxed double this, or 4 cents; if no stamps at all have been affixed the item should be taxed 8 cents.

Particular care should be taken with letters which weigh more than one ounce. There is reason to believe that many inland letters weighing over one ounce, instead of being prepaid at the inland rate of 4 cents for the first ounce and 2 cents for each additional ounce or fraction of an ounce, are allowed to pass bearing 4 cents postage only. Any letter of this description should be taxed with double the deficient postage but the taxing officer should be sure that the letter definitely weighs more than one ounce. If there is any double the sender should be given the benefit and no tax should be raised.

The taxing of an item deficient in postage may be done wherever the item comes under notice, at the office of posting, at a distribution office or at the office of delivery. The taxing officer should write on the cover of the item the letter "T" and the amount of the tax, e.g. "T 4 cents" and he should add a clear impression of the office date stamp by the side of the endorsement. The officer delivering the item should collect the amount of the tax from the addressee and affix Postage Due Stamps to the value of the tax. If necessary he should inform the addressee of the reason of the tax.

Air Mail Letters. Air mail letters which are insufficiently prepaid should not be taxed but forwarded by surface means. In the event of the postage being insufficient to cover the postage by surface means, the item will be treated as described above for taxation. Should the Postmaster, however, know the sender of the letter or there is a return address, it is desired that he contact the sender of the Air Mail letter and point out that there is not sufficient postage to carry the letter by air and request that the required postage be paid. In this way delay to a probably important letter may be eliminated. If it is not possible to contact the sender the letter should be forwarded by surface means.

Registers and Parcels. If at any point in the circulation through the post of a register it is observed that the value of the stamps affixed is insufficient to cover the appropriate charges, the register should be marked with the amount of the deficiency, not double the deficiency as in the case of an ordinary letter and the amount of the deficiency should be collected from the addressee on delivery. Parcels must be prepaid in full before being accepted from the public, both as regards ordinary postage and also the special fees for insured and C.O.D. services.

Coin in Registered Letters, D.F. 1005

Coin may be sent by post in the inland service in registered envelopes but it should be securely wrapped before being enclosed in the envelope. The registered envelopes which are sold by the Department provide adequate safeguard if the coin is properly wrapped.

Any ordinary letter in the inland service which is found to contain coin should be compulsorily registered at the office where it comes under notice. The delivering office should collect the registration fee from the addressee on delivery.

Letters containing coin cannot be accepted if they are addressed to places abroad even if the sender tenders them for registration.

If an ordinary letter containing coin and addressed to a place abroard is discovered in the mails it should be forwarded with a report under separate cover to the Secretary.

Fuel, D.F. 3035

All Postmasters at Money Order Offices, who have not already done so, are requested to forward their fuel requirements for the year immediately to the Controller of Stores so that arrangements may be made for deliveries as quickly as possible.

TELEGRAPHS

Service to Syria, D.F. 1306

Information has been received that all resrictions on telegrams with Syria have been lifted with the exception of telegrams in code which are still prohibited.

Copies of Telegrams, D.F. 2414

Copies of telegrams may be delivered to the addressee or sender on proper identification at the office of delivery or origin on the payment of a fee of ten cents for each copy beyond the first delivered.

Authority must be obtained by service message from the Superintendent of Telegraphs to deliver copies and such authority will be made in duplicate, one copy of the order to be wired to the office requesting permission to furnish a copy of the telegram, and the other to be passed to the Accountant as a debit charge against the office of delivery.

Destruction of Old Telegrams, D.F. 2414

Attention is called to the regulations requiring the destruction of telegrams which are over two years old. These instructions which were published in the Post Office Circular on page 394 of the 29th September 1938 and are again repeated.

The staff should note that all telegrams, services and deadhead messages, delivery receipts, etc., which have served their purpose, must be destroyed by being burned once a month. The back files for two years must however be kept on hand in case it is required to refer to them.

No office should, therefore, have on hand any telegrams, etc., dating beyond the 31st July, 1944. At the end of this month the old telegrams, etc., for August, 1944, should be burned and so on for each month, always keeping on hand the files for two complete years immediately previous.

Any telegrams, etc., stored in out buildings or back rooms must be taken out and destroyed.

If any Postmaster taking over an office finds any large quantity of old files on hand beyond the retaining period, he should report the matter to Head Office and request instructions.

Deadhead and Service Messages, D.F. 2414

Renewed attention is called to the necessity of using the Deadhead and Service message facilities only on important matters and then only if it is not possible to use the mail system. It is also necessary to keep the number of words in such message down to the absolute minimum.

Officers in charge of Head Repeating Offices should scrutinize all Deadhead messages and if they are not considered important and the matter could be dealt with by mail, the Deadhead should be stopped and the office of origin notified to this effect.

ACCOUNTING

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Winnipeg, St. Vital, Man. ..... 070-26001 to 070-26200
Office Numbered 5895)

POST OFFICE CIRCULAR.

THURSDAY, 12th SEPTEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Hermitage ... .Miss Nellie Short to be Messenger as from the 5th September, 1946.

Clarenville ... .Miss Olive Sheppard to be Messenger as from the 3rd September, 1946.

Bishop's Falls ... . .Miss Goldene Graham to be Messenger–Assistant as from the 4th September, 1946.

St. Bernards ... .Mrs. Alfred FitzPatrick to be Postmistress and Telephone Attendant as from the 1st September.

MAILS

Semi-Annual Statistics, D.F. 3034

The Semi-Annual Statistics will be taken in **November,** commencing on the 1st and ending on the 30th. Form No. 1393 must be used for this purpose and any Postmaster who does not receive a supply of these forms nor has a supply on hand, should requisition same from the Controller of Stores, St. John's.

In order that assistance may be given in the preparation of the Form, it has been decided to publish a specimen Semi-Annual Statistical Form which has been completed.

While full instructions were published in the Post Office Circular of the 11th April, 1946, page 1577, there are many Forms received to indicate that the instructions are not fully understood and it is hoped that the specimen published in this Circular, with comments, will eliminate errors.

Courier Bills, D.F. 1406

Considerable difficulty is experienced in the Accounts Branch, Head Office, in the payment of Courier Bills. These bills are received showing the name of the Courier and the route but not the postal address of the Courier. If this address is not given it is possible that the cheque may be forwarded to the wrong address.

Postmasters are requested to see that the Post Office address of the Courier is stated on the Courier Bills.

Specimen Semi-Annual Statistical Form, D.F. 3034

For the matter of convenience the columns of the Form are lettered and this will no doubt enable officials to follow the workings more clearly.

CLASS OF ITEMS OF MAIL	Total No. Posted Locally	Total No. Received from Other Offices and R.P.Os.	DELIVERED			Total No. Despatched to Other Offices and R.P.Os.	Total No. Received from Other Offices and R.P.Os. For Re-despatch	Total No. of Items Handled
			Boxes	Letter Carriers	General Delivery			
	A	B	C	D	E	F	G	H
Letters—Paid—Local	350	400	50	50	50	600	250	750
" " Foreign	50	100	.	.	40	110	60	150
Post Cards—Paid—Local	25	30	5	5	5	40	15	55
" " Foreign	10	45	....	....	25	30	20	55
Newspapers and Periodicals—								
Paid—Local	50	100	....	....	80	70	20	150
" Foreign	10	5	1	1	1	12	2	15
Circulars—Paid—Local	25	10	3	2	1	29	4	35
" " Foreign .. .	5	3	....	....	1	7	2	8
Books and Printed Papers—								
Paid—Local	50	100	2	43	50	55	5	150
" Foreign	25	5	2	....	2	26	1	30
Small Packages—Paid—Local	25	75	..	....	25	75	50	100
Foreign	25	45	5	5	5	55	30	70
Parcels—Paid—Local	60	150	....	....	50	160	100	210
" " Foreign	25	*10	....	....	....	*35	*10	35
Letters—O.H.M.S.	5	20	5	6	4	10	5	25
Post Cards—O.H.M.S.	30	50	8	7	5	60	30	80
Newspapers and Periodicals—								
O.H.M.S.	5	15	1	1	3	15	10	20
Circulars—O.H.M.S.	6	9	3	1	3	8	2	15
Books and Printed Papers—								
O.H.M.S.	140	220	60	50	100	150	10	360
Small Packages—O.H.M.S.	250	130	10	10	10	350	100	380
Parcels—O.H.M.S.	10	40	3	4	8	35	25	50

*Outward only

It will be seen that the figures in A and B equal those in H after each item. Columns A and G equal F, Columns C, D, E, and G equal B For example: Letters-Paid-Local. Column A is 350 and Column B is 400 equalling column H which is 750. Therefore it will be seen that the total of items handled must be the number of letters posted at the office making up the report plus all items received from other offices. In the same way it will be seen that the total of columns C, D, E and G will equal column B. This proves that the total letters delivered in addition to those re-despatched to other offices equal the total of all items received. The total of column F is the combined totals of Columns A and G. This means that all letters posted plus all letters received from other offices for re-despatch will equal the total letters despatched.

While this may appear to be rather involved it will be simple to understand if the information is followed in the above specimen.

At offices which do not re-despatch mails to other offices, no items will be shown in column G and therefore Column F will equal Column A and Column B equals Columns C, D and E.

It has been noted in checking the Semi-Annual Statistics that the following points are those which appear to give Postmaster some trouble."

1. The total number posted plus the total number received from other offices for re-despatch should be equal to the total number despatched. If an office has 100 letters posted locally and received another 100 from some other office for whom the mail is re-despatched the final total dispatched must be 200.

2. The total number of letters received from other offices must be equal to the number delivered either by Boxes, Letter Carriers or General Delivery and those re-despatched to other offices. For example: If Trinity receives 100 letters, 60 of which are for local delivery and 40 of which are for re-despatch for Trouty, the total in Column B will show 100 and in Column E 60 and in Column G 40.

3. Entries under Parcels-Paid–Foreign appear to cause some trouble and is therefore explained more fully. All parcels which are posted locally for delivery in countries other than Newfoundland will be entered in Column A. In Column B only parcels which are received from other offices for re-despatch will be shown. If the office preparing the report does not re-despatch mails there will be no entries in this column. In Columns C, D and E, there will be no entries whatsoever as this information is supplied on the Monthly Traffic Report. Column F will show only the number of foreign parcels despatched. This is made up from the total posted plus those which may be received from another office for re-despatch. Column G will show foreign parcels which are received for re-despatch to some office for which the office preparing the report is the distribution point.

4. It appears that the words "No entry" after Foreign Parcels in Columns C, D and E are taken to be a heading for O.H.M.S. items. This is not so. The "no entry" only applies to Foreign parcels and Columns C, D and E will be treated for O.H.M.S. deliveries as for Letters, Postcards, etc., which are paid. If O.H.M.S. letters are received they must be delivered and the appropriate entries must be made in the delivery columns.

5. Many offices show entries for deliveries in Columns C, D and E, but no entries in Coumn B. It would appear that items were delivered from offices without being received. Conversely entries are made in Column B but not entered in Column C, D and E. From which it may be presumed that items are received but not delivered. If mail is received it must be shown as received and when delivered entries must be shown in the delivery columns.

6. It is noted that many offices receive O.H.M.S. items and record them in Column A or Total number posted locally. It is presumed that the words Outward Only are taken to be a heading for O.H.M.S. items. The words Outward only apply to Foreign parcels. If O.H.M.S. letters are posted locally the total should be shown in Column A and if O.H.M.S. letters or other items of freemail are received they are to be shown in Column B. When delivered they will be shown in Columns C, D and E.

7. It is stated above that the following columns will balance: A plus B equal H. C, plus D plus E plus G equal B. A, plus G equal F. If Postmasters will use this for a guide they will invariably prepare the Form correctly. It must be understood however that there may be some slight differences. For example during the month of Novemeber an office may receive 100 letters but during the same month may only deliver 95 of these letters. The balance of 5 letters would be on hand and not yet delivered. It will be therefore seen that it would be impossible to balance the total number received against the total number delivered. However this is understood but as a general rule it will be found that the columns stated above will balance.

ACCOUNTING

Money Order, D.F. 4000

Inspectors have reported that in a number of Post Offices Money Orders are being issued without immediate collection of the amount due . This was particularly evident in the case of

Money Orders issued in respect of C.O.D. parcels. It was also reported that Postage Stamps and Duty Parcels were delivered without the immediate collection of the money to cover.

It is contrary to the Post Office Act for any official to issue a Money Order without immediately collecting the amount to cover or for him to allow credit in respect of Postage Stamps, duty parcels, etc. No credit may in any circumstance be allowed to a member of the public except in cases of telegraphs when a Postmaster may on his own responsibility allow credit.

Preparation of Money Orders, D.F. 4000

It has been noted that many Postmasters, when issuing Money Orders for less than one dollar, show the Dollar sign in the dollar column. This leads to confusion in effecting payment. In one case which has come to light a Money Order for .75 cents was paid at 8.75 due to the dollar sign being taken as an 8.

When the Order is less than one dollar the Money Order should be made out as follows: = 75 . The dollar column should be stricken out by two parallel lines.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:

Alameda, Sta. 2 Calif.	82,268 to 82,400
Kedron, Ark	24,976 to 25,000
Lanai City, Hawaii	150,036 to 150,200
New York, A.P.O. 757, Unit 1, N.Y.	74,001 to 74,025
New York, A.P.O. 757, Unit 2, N.Y.	57,001 to 57,013
New York, A.P.O. 757, Unit 2, N.Y.	62,601 to 62,614
New York, A.P.O. 757, Unit 3, N.Y.	49,801 to 49,834

POST OFFICE CIRCULAR.

THURSDAY, 26th SEPTEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

NOTICE

The Post Office Circular of the 12th September, 1946, was a restricted issue and copies were not supplied to all Offices.

Postmasters should refrain from requesting copies of the Post Office Circular, pages 1621 to 1624.

APPOINTMENTS

Hermitage.... ....Miss Nellie Short to be Messenger as from the 5th September, 1946.

Clarenville.... ....Miss Olive Sheppard to be Messenger as from the 3rd September, 1946.

Bishop's Falls ... .Miss Goldene Graham to be Messenger–Assistant as from the 4th September, 1946.

St. Bernards.... ....Mrs. Alfred FitzPatrick to be Postmistress and Telephone Attendant as from the 1st September.

Winterton ... .Mr. Clarence Piercey to be Postmaster and Operator as from the 1st October, 1946.

New Bonaventure.... ....Miss Shirley King to be Postmistress and Telephone Attendant as from the 21st September.

Deer Lake ... .Miss Eva Seaward to be Messenger as from the 7th September, 1946.

Burin ... .Mr. Gerald Inkpen to be Messenger–Assistant as from the 6th September, 1946.

Buchans ... .Miss Amelia Byrne to be Assistant as from the 12th September, 1946.

Channel ... .Miss Geraldine Bateman to be Messenger–Assistant as from the 16th September, 1946.

Grand Bank.... ....Miss Christie Pardy to be Assitsant as from the 18th September, 1946.

Grand Falls.... ....Mr. Donald Pardy to be Messenger as from the 16th September, 1946.

Goulds, Brigus.... ....Mr. Patrick Morrissey to be Postmaster as from the 1st October, 1946.

TRANSFERS

Flat Islands, P.B. ... Miss V. M. Samways, Postmistress and Operator St. Kyrans, to be Postmistress and Operator Flat Islands as from the 18th September, 1946.

St. Kryans ... Mr. Albert Hann, Postmaster and Operator Cape La Hune to be Postmaster and Operator as from the 17th September, 1946.

Cape La Hune ... Mr. Calvin Snow, Messenger–Assistant Harbour Breton, to be Posmaster and Operator Cape La Hune as from the 5th September, 1946.

PROMOTION

Corner Brook ... Mr. N. Sansome, Assistant Corner Brook, has been promoted to the position of Assistant Postmaster as from the 6th October, 1946.

OBITUARY

The Department regrets to announce the death of Mr. Leo Ryan, Grade III Clerk in the Accounts Branch, Head Office.

Mr. Ryan entered the Service on the 9th August, 1943.

RETIREMENT

St. John's, G.P.O. ... Mr. John Baird, Assorter, effective 31st August, 1946, on medical grounds.

MAILS

Semi-Annual Statistics, D.F. 3034

The Semi-Annual Statistics will be taken in **November** commencing on the 1st and ending on the 30th. Form No. 1393 must be used for this purpose and any Postmaster who does not receive a supply of these forms nor has a supply on hand, should requisition same from the Controller of Stores, St. John's.

Full instructions on the preparation of this form were published in the Post Office Circular of the 11th April, 1946.

Courier Bills, D.F. 1406

Considerable difficulty is experienced in the Accounts Branch, Head Office, in the payment of Courier Bills. These bills are received showing the name of the Courier and the route but the postal address of the Courier is not shown. If the postal address is not given it is possible that the cheque may be forwarded to the wrong address.

Postmasters are requested to ensure that the Post Office address of the Courier is stated on the Courier bills.

Service with Hungary, D.F. 1306

Information has been received that the restrictions on business correspondence to Hungary have been withdrawn.

Registration of Traffic Reports, D.F. 3034

Postmasters are again reminded that Monthly Traffic Reports and Semi-Annual Statistical Returns are **not** to be registered. These reports must be sent by ordinary post.

TELEGRAPHS

Service with Czechoslovakia, D.F. 1306

Advice has been received that all commercial codes are now permitted in telegrams to Czechoslovakia. The name of the code used must be indicated in the preamble.

Free Delivery of Telegrams, D.F. 2413

The following regulations regarding the free delivery of telegrams are repeated:—

"The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a Messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

"When a telegram is received for an address outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

"In every case confirmation of delivery must be obtained."

Deadhead and Service Messages, D.F. 2414

In view of the heavy strain on the telegraph system Postmasters are requested to refrain from using the Deadhead and Service message facilities except in an emergency. Officials at Head Repeating Offices are requested to refuse deadhead messages which are not urgent and which may be sent by mail.

ACCOUNTING

Preparation of Money Orders, D.F. 4000

It has been noted that many Postmasters, when issuing Money Orders for less than one dollar, show the dollar sign ($) in the dollar column. This leads to confusion in effecting payment of the order as the dollar sign may be taken for an "8" and if the order was for 75 cents it may be paid as 8.75 thereby leading to an overpayment of $8.00. This has happened in several instances and all officials are therefore cautioned not to use the dollar sign when issuing orders for less than $1.00.

When the order is less than one dollar it should be made out as follows:— = 75. The dollar column should be stricken out by two parallel lines.

Money Orders Issued Without Cash Being Received, D.F. 4000

Inspectors have reported that in a number of Post Offices Money Orders are being issued without the immediate collection of the amount due. This was particularly evident in the case of Money Orders issued in respect of C.O.D. Parcels. It was also reported that Postage Stamps and Duty Parcels were delivered without the immediate collection of the money to cover.

It is contrary to the Post Office Act for any official to issue a Money Order without immediately collecting the amount to cover or, for him to allow credit in respect of Postage Stamps, Duty Parcels, etc. No credit may in any circumstance be allowed to a member of the public except in cases of telegraphs when a Postmaster may on his own responsibility allow credit.

Date Stamping of Cheques, D.F. 4006

It is obvious that Postmasters are not carrying out instructions with respect to date-stamping of cheques which are sent with remittances to the Cashier and to the Bank of Montreal. The Cashier reports that most of the cheques which are received do not bear a date stamp of the office from whom the remittance is received. It is essential that all cheques enclosed in remittances must be date stamped in order to ascertain from whom the cheques were received in the event of their being returned from the Bank for irregularities. It often happens that the Bank returns cheques to this Department for proper endorsation and unless the cheque is date-stamped it is impossible to know where the cheque should be returned to secure the proper endorsation or for correction of any other irregularity.

It is requested that Postmasters make certain all cheques are date-stamped on the back of the cheque before enclosing in remittances.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Alameda, Sta. 2 Calif.	82,268 to 82,400
Kedron, Ark	24,976 to 25,000
Lenai City, Hawaii	150,036 to 150,200
New York, A.P.O. 757, Unit 1, N.Y.	74,001 to 74,025
New York, A.P.O. 757, Unit 2, N.Y.	57,001 to 57,013
New York, A.P.O. 757, Unit 2, N.Y.	62,601 to 62,614
New York, A.P.O. 757, Unit 3, N.Y.	49,801 to 49,834
Sylvester, W. Va.	6,974 to 7,000
Plymouth, Rosedale Gardens Branch, Mich.	21,078 to 21,200

POST OFFICE CIRCULAR.

THURSDAY, 10th OCTOBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Lower English Harbour East ..... Mrs. James Hackett to be Postmistress and Telephone Attendant as from 1st October, 1946.

Topsail ..... Mr. Ralph Mercer to be Messenger-Assistant as from the 1st October, 1946.

Black Duck Brook ..... Mrs. Cecil Young to be Postmistress and Telephone Attendant as from the 1st October.

Hampden ..... Miss Audrey Nichols to be Postmistress and Telephone Attendant as from the 22nd July, 1946.

PUBLIC NOTICE

Notice was given, that, under the provisions of the Standard Time (Newfoundland) Act, 1935, the hour of Midnight on the evening of Sunday, the 6th October, became eleven O'clock, and normal or standard time shall thereafter continue, in accordance with the provisions of the said Act.

This notice was telegraphed to all offices on the 4th October, 1946.

NEWFOUNDLAND TUBERCULOSIS ASSOCIATION, D.F. 3031

The Newfoundland Tuberculosis Association is conducting a campaign for the sale of Christmas Seals on similar lines to last year's activity. There will be a considerable volume of correspondence passing through the mails both to and from St. John's and Postmasters are asked to co-operate in the expeditious handling and delivery of such correspondence.

The Association holds a licence under the Business Reply Service and any letters posted addressed to the Association at St. John's, without prepayment of postage, should be forwarded without question or delay.

POST OFFICE CONVICTION, D.F. 1208

Recently a member of the public was tried and found guilty of a breach of Section 88, Cap. 35 of the Consolidated Statutes. A fine of $40.00 was imposed.

This Section is again published for information and it should be copied neatly in ink and posted in a convenient and conspicuous place on the public side of the office:

"Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the post, any post card or stamped envelope, or stamped post band or wrapper which has been before used for a like purpose, shall incur a penalty not exceeding forty dollars for every such offence; and the letter or other mailable matter on which such stamp has been so improperly used, and the post card, stamped envelope or stamped post band or wrapper so used more than once may be detained, or, in the discretion of the Secretary for Posts and Telegraphs, forwarded to its destination charged with the double postage. (Section 88, Cap. 35, Consolidated Statutes).

CANCELLATION OF STAMPS, D.F. 1000

Renewed attention is called to the necessity for properly defacing stamps in order to give a clear impression of the name of the office and the date.

All offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:—

1. The proper cancellation of the stamps is necessary in order to avoid the risk of their being used again and thereby causing loss of revenue.
2. A clear impression of the name of the office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the letter being delayed or otherwise irregularly treated.
3. A slovenly method of date-stamping gives the public a poor impression of the work of the Post Office.

All Postmasters who, in the past, have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith.

RETURN OF EMPTY MAIL BAGS, D.F. 4703

The shortage of mail bags has become acute and all postmasters are requested to return all surplus mail bags to the General Post Office, St. John's, by first mail. The need for more mail bags at St. John's is great and unless Postmasters co-operate in returning empties, serious delay will be experienced in the despatch of mails.

It is pointed out that the use of mail bags for other purposes than that for which they are intended is a breach of postal regulations and disciplinary action will be taken againts any person guilty of this misdemeanour.

SPECIAL ENVELOPES FOR DESPATCH OF REGISTERS, D.F. 1506

Due to the shortage of the large envelopes for the despatch of registers there has been brought into temporary use a large plain envelope. Postmasters are advised that a blue cross must be drawn on both side and the word "Registers" plainly written across the face of the envelope with a view to facilitating proper treatment.

ACCOUNTING

Money Orders Issued on United Kingdom, D.F. 4142

It is observed that many Postmasters are not following instructions issued in the Post Office Circular of the 1st January, 1942, with regard to the issue of Money Orders on the United Kingdom. The instructions are again repeated:—

"The following special arrangements for Money Orders issued on the United Kingdom and Foreign Countries, other than Canada, United States and Jamaica, came into effect on the 20th January, 1942:

1. The present Money Order will be used but the **receipt portion only** will be given to the remitter.
2. The complete Money Order (Money Order and Coupon-Advice) will be sent to the **Accounts Branch, G.P.O.**, the coupon advice section only should be filled in with the full address of the payee and other particulars shown. The Money Order section may be left blank to save time

and also readily to identify it from telegraphed money orders. It should preferably be sent under separate cover.

3. After the above date Newfoundland Money Orders prepared in Newfoundland will no longer be sent to the United Kingdom. Payment of these orders will be effected by means of a Money Order issued in the United Kingdom on advice received from the Accounts Branch G.P.O., St. John's, and, as these Money Orders will be mailed to the payee from London, it is imperative that the complete address, including street and number and any other particulars which will ensure delivery to the proper person, be furnished."

The failure of Postmasters to follow these instructions will result in delay in the payment of Orders. The United Kingdom Post Office will not accept Money Orders which have been forwarded direct by the remitter.

Special Allowance for Radio Licence Collections, D.F. 4012

All Postmasters, who are entitled to the Special Allowance for Radio Licences issued and who have not sent in their claim for the period 1st January to the 30th June, 1946, are requested to do so immediately.

Claims must me addressed to the Chief Accountant and must not be submitted for any other period than that stated above.

List of Telephone Subscribers, D.F. 4003

Postmasters should list the name or names of telephone subscribers on the reverse side of the remittance form when forwarding money for telephone rents to the Cashier, St. John's. The name of the subscriber will facilitate work in the Accounts Branch and will ensure that the money is credited to the proper person. The omission of the name results in the despatch of services which are already too numerous on the telegraph circuits.

The names of subscribers must not be written on a slip of paper and attached to the Account.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Clarkia, Idaho ... 51,525 to 51,600

Sterling Junction, Mass. ... 41,455 to 41,600

TELEGRAPHS

Service with Burma, D.F .1306

Advice has been received that until further notice only State messages and messages from scheduled banks and shipping companies can be accepted for Burma.

Service with Dutch East Indies, D.F. 1306

Services are now available to Dutch East Indies as follows: Ordinary, CDE., Deferred, Press and Government. Telegrams in plain language must be written in English, Dutch, French or Malayan. All telegrams are accepted at senders' risk.

POST OFFICE CIRCULAR.

THURSDAY, 24th OCTOBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

SALARIES, D.F. 3014

The salaries of all officials at Outport Offices are being reviewed and Postmasters are asked to refrain from forwarding applications for increases in salaries

Every Postmaster will be advised of the result of the review as soon as possible.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Jamestown ... . Miss Mary Holloway to be Postmistress and Telephone Attendant as from the 5th October, 1946.

Charleston ... . Mrs. Eva Hobbs to be Postmistress and Telephone Attendant as from the 8th October, 1946.

Little Catalina ... . Mrs. Robert Johnson to be Postmistress and Telephone Attendant as from the 7th October, 1946.

Harbour Breton ... . Miss Sarah Skinner to be Messenger-Assistant as from the 5th September, 1946.

Cupids ... . Mr. Samuel, Dawe to be Postmaster and Telephone Attendant as from the 1st October, 1946.

Harbour Deep ... . Mr. F. R. Simms to be Postmaster and Operator as from the 1st October, 1946.

LaScie ... . Miss Daphne Toms to be Messenger as from the 1st October, 1946.

Placentia ... . Mr. James Laing to be Messenger-Assistant as from the 1st October, 1946.

Botwood Wireless ... . Miss Phyllis Elliott to be Learner as from the 1st October, 1946.

Gander ... . Mrs. Nelson Warford to be Telephone Exchange Operator as from the 3rd October, 1946.

Battle Harbour ... . Mrs. Hayward Pike to be Postmistress as from the 16th October, 1946.

Gander ... . Miss Helen Murphy to be Telephone Exchange Operator as from the 3rd October, 1946.

Gander ... . Miss Angela Lannon to be Telephone Exchange Operator as from the 30th September, 1946.

Deadman's Cove ... . Miss Olga Genge to be Telephone Attendant as from the 1st November, 1946.

Windsor ... . Miss Hazel King to be Messenger-Assistant as from the 7th October, 1946.

Twillingate ... . Mr. Hardy Powell to be Messenger-Assistant as from the 12th October, 1946.

TRANSFERS

Topsail ... ...Miss Mary O'Neill, Messenger-Assistant Placentia, to be Assistant Topsail as from the 1st October, 1946.

Change Islands ... ...Mr. Harry Earle, Messenger-Assitant Twillingate, to be Postmaster and Operator Change Islands as from the 12th October, 1946.

Nipper's Harbour ... ...Miss Delvina Dempsey, Postmistress and Operator Harbor Deep to be Postmistress and Operator Nipper's Harbour, as from the 16th October.

OFFICE OPENED, D.F. 3901

Deadman's Cove ... ...A Telephone Office will be opened at Deadman's Cove on the 1st November, 1946. The telegraph connecting office will be Flower's Cove.

OFFICE CLOSED, D.F. 3904

St. Juliens ... ...The Telegraph Office at St. Juliens was closed for the season on the 14th October, 1946.

Jacques Fontaine ... ...The Telephone Office at Jacques Fontaine was temporarily closed on the 30th September, 1946, as there were no applications for the office.

VACANCY

LaScie .. ..Applications addressed to the Secretary will be received for the position of Postmaster and Operator at a salary of $600.00 per annum with War Bonus of $270.00 per annum for single men and women and $330.00 per annum for married men.

Curling .. ..Applications addressed to the Secretary will be received for the position of Postmaster and Operator at Curling at a salary of $1200.00 per annum. This salary includes cost of living bonus.

Francois ... ...Applications addressed to the Secretary will be received for the position of Postmaster and Operator at Francois at a salary of $480.00 per annum with Bonus of $216.00 per annum.

NEWFOUNDLAND TUBERCULOSIS ASSOCIATION, D.F. 3031

The Newfoundland Tuberculosis Association is conducting a campaign for the sale of Christmas Seals on simliar lines to last year's activity. There will be a considerable volume of correspandence passing through the mails both to and from St. John's and Postmasters are asked to co-operate in the epeditious handling and delivery of such correspondence.

The Association holds a licence under the Business Reply Service and any letters posted addressed to the Association at St. John's, without prepayment of postage, should be forwarded without question or delay.

MAILS

Amendment of Regulations Governing Export of Foodstuffs and Textiles by Parcel Post, D.F. 3150

With reference to the notice on page 1590 of the Post Office Circular of the 23rd May, 1946, information has now been received that, as from the 14th October, 1946, the regulations governing the transmission of foodstuffs to the United Kingdom by parcel post have been amended.

Gift Parcels, weighing up to twenty-two (22) pounds, may now be sent to Great Britain without restrictions as to the amount of food in each parcel or to the amount of any one kind or

foodstuff. There is no restriction on the number of parcels that may be sent to individuals but these concessions only apply to parcels which are unsolicited gifts and not imported as merchandise or for sale and on condition that they are clearly marked as gifts. Each parcel must be marked "An Unsolicited Gift."

The inclusion of fire-arms and ammunition, plumage, dangerous drugs and other prohibited articles is prohibited in these parcels.

Parcels which do not comply with these conditions are liable to seizure by the Customs in the United Kingdom.

It should be clearly understood that Gift parcels are not exempt from Customs charges in the United Kingdom.

ACCOUNTNG

Telegraphed Money Orders, D.F. 4000

There is evidence to believe that many Postmasters fail to follow the instructions, issued on page 1403 of the Post Office Circular of the 3rd August, 1944, with reference to revised procedure in connection with the issuing and paying of Telegraphed Money Orders.

The following points should be borne in mind:

ISSUING

1. The sender must prepare a telegram of advice to the payee stating the amount and what is required and pass to the Postmaster for transmission.
2. The Postmaster will then, in addition, prepare and transmit a telegram to the Postmaster at the paying office.
3. The sender must pay the regular charge for his telegram of advice and an additional 10 cents for the message sent by the Postmaster to the paying office.

TRANSMISSION

Both the sender's telegram of advice and the message to the Postmaster at the paying office must be transmitted as soon as possible after acceptance and the Postmaster at the paying office must check to ensure that both messages are received at his office at the same time.

CHECKING

1. The telegram of advice from the sender to the payee must be checked and charged for at the rates for ordinary telegrams.
2. The telegram from the issuing Postmaster to the paying Postmaster should be checked as an ordinary telegram with the indicator "G.R.N." immediately following the number of words.
3. Postmasters at Head and Sub-Repeating Offices should hold any telegram of advice to the payee or the Posmtaster, if one or the other has not been received from the office of origin and send a service message later the same day to the remitting office drawing attention to the non-receipt of one or the other of the two telegrams.

PAYING

1. The payee must hand over to the Postmaster the telegram of advice received from the remitter before any Telegraphed Money Order is paid.
2. The Postmaster at the paying office will compare both messages to ensure that the amount stated on the payee's message is the same as on that to the Postmaster.
3. Should the words or figure in the Postmaster's copy disagree with the amount shown on the payee's message, no payment must be made. The Payee should be informed that the amount cannot be paid until the correct amount is ascertained.
4. The Postmaster should immediately service the issuing office asking for confirmation of the correct amount of the order and notify the payee when confirmation is received.
5. The same rules as to identification, etc., apply to the payment of Telegraphed Money Orders as in case of ordinary Money Orders.
6. The Message of Advice when compared with the Postmaster's copy should not be retained by the Paying Office but should be date stamped and initialled by the paying Clerk and returned to the payee.

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:

Toronto, Bloor St., Ont. .... 002-18348 to 002-18400
(Office numbered 4557)

Brighouse, B.C. .... 062-34086 to 062-34200
(Office numbered 9085)

Stolen U.S. Postal Money Order Forms, D.F. 4114

The following United States Postal Money Order Forms have been reported stolen:

Berkeley Sta. 3, Calif. .... 92,937 to 93,000

TELEGRAPHS

Labour Rates for Line Repair Work, D.F. 2811

Effective immediately the rate for labour on telegraph and telephone line repair work is fifty cents (50) per hour. Postmasters should not certify bills for labour where the rate is charged in excess of this rate.

All bills for labour on casual repairs must be certified by the official in charge and should be accompanied by Form No. 1246 "Statement of work performed."

Labrador Seasonal Offices, D.F. 3904

Offices have been closed for the season as follows:—

Grady .... 4th October
Comfort Bight .... 5th October
Smokey .... 5th October

Service with Philippine Islands, D.F. 1306

Advice has been received that telegrams for places in the Philippine Islands, other than Manila, must be written in the English or French languages.

MacKay Radio (Commercial) Opens Direct Radio Telegraph Circuit Between San Francisco and Nanking, China, D.F. 2510

Advice has been received from the Commercial Cable Company that MacKay Radio has opened a direct Radio Telegraph Circuit between San Francisco and Nanking, China.

Direct Teleprinter Communication Established with Civil Aviation Signals Section, Gander Airport, D.F. 3469T

Direct Teleprinter communication was established between St. John's Telegraphs and Civil Aviation Signals Section, Gander Airport, on the 18th September, 1946.

Direct Teleprinter Communications Established with Meteorological Office, Gander Airport, D.F. 3469T

Direct Teleprinter communication was established between St. John's Telegraphs and the Meteorological Office, Gander Airport on the 10th October, 1946.

Direct Communication Established Between Gander and the Commercial Cable Company, St. John's, D.F. 3469T

Teleprinter communication was established between the Department's Branch Telegraph Office in the Terminal Building, Gander Airport, and the Commercial Cable Company, St. John's, on the 11th October, 1946, for the direct transfer, in each direction, of traffic routed via that Company.

POST OFFICE CIRCULAR.

THURSDAY, 7th NOVEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Markland.... ....Miss Doris Antle to be Postmistress as from the 1st November, 1946.

Grand Falls.... ....Miss Margaret Walsh to be Messenger as from the 23rd October, 1946.

Gander.... ....Miss Stella Underhay to be Exchange Operator as from the 25th October, 1946.

Harbour Grace.... ....Miss Jennie Parsons to be Messenger as from the 15th October, 1946.

Tilt Cove.... ....Mr. Lester Short to be Postmaster and Telephone Attendant as from the 22nd October, 1946.

Twillingate.... ....Miss Olive Young to be Messenger as from the 1st October, 1946.

Summerville.... ....Miss Eileen Newell to be Postmistress and Telephone Attendant as from the 1st November, 1946.

Charleston.... ....Mrs. Harold Quinton to be Postmistress and Telephone Attendant as from the 21st October, 1946.

Marystown South ... . Miss Josephine Flynn to be Postmistress and Telephone Attendant as from the 1st November, 1946.

RETIREMENTS

St. John's, G.P.O.... ....Mr. Tobias LeDrew, T.P.O. Mail Clerk, will retire on the 31st December, 1946 on age limit.

Herring Neck.... .... .Mr. M. Simms, Postmaster and Operator, will retire on the 31st December, 1946, on age limit.

TRANSFER

Corner Brook.... ....Miss Lena Harris, Messenger-Assisstant Rose Blanche, to be Assistant Corner Brook, as from the 23rd October, 1946.

PROMOTIONS

St. John's Telegraphs ... . Mr. C. D. Reid to be Acting Supervising Telegraphist as from the 1st October, 1946.

Corner Brook.... .... Mr. C. J. Hann to be Overseer as from the 1st November, 1946.

VACANCY

Herring Neck .. .. Applications addressed to the Secretary will be received up to the 30th November, 1946, for the position of Postmaster and Operator at a salary of $660.00 per annum with Cost of Living Bonus in addition of $297.00 p.a. Applicants should state name in full, date of birth and educational qualifications.

MONEY ORDER FACILITIES INSTALLED

Durrells Arm .... Money Order facilities were installed on the 1st October, 1946

Bar Haven ... . .Money Order facilities were installed on the 29th October, 1946.

Postmasters should add these Offices to their list of Money Order Offices.

NEWFOUNDLAND TUBERCULOSIS ASSOCIATION, D.F. 3031

The Newfoundland Tuberculosis Association is conducting a campaign for the sale of Christmas Seals on similar lines to last year's activity. There will be a considerable volume of correspondence passing through the mails both to and from St. John's and Postmasters are asked to co-operate in the expeditious handling and delivery of such correspondence.

The Association holds a licence under the Business Reply Service and any letters posted addressed to the Association at St. John's, without prepayment of postage, should be forwarded without question or delay.

ARTICLES FOR EXPORT BY PARCEL POST, D.F. 3150

The following is a list of articles which may be included in parcels for export outside Newfoundland, without permit from the Department of Supply, St. John's:—

1. Skeins of wool.
2. Hand made, home knit woolen articles of clothing.
3. Fur goods manufactured in Newfoundland.
4. Goods manufactured by Nonia, Grenfell Association and Jubilee Guilds of Newfoundland and Labrador.
5. Fish products.

These are the only articles which are permitted in parcels addressed to Canada, the United States of America and all other foreign countries with the exception of the United Kingdom.

Special instructions were issued in the Post Office Circular of the 24th October, 1946, at page 1634 in respect of parcels for the United Kingdom, to which the attention of all Postmasters is directed.

Postmasters must not accept parcels which do not comply with these instructions. Persons desirable to export commodities other than those permitted, should make application to the Department of Supply for a permit.

CHRISTMAS MAIL FOR THE UNITED KINGDOM AND EUROPE, D.F. 1013

The latest posting times, at the General Post Office, St. John's, for mails for delivery before Christmas 1946 in the United Kingdom, Eire and European countries, will be:—

1. Parcels ... . 6.00 p.m. Saturday, the 9th November
2. Letters, Cards and other Articles . . 9.00 p.m. Saturday, the 23rd November

Parcel mails at other offices will be closed in time to reach St. John's on the 9th November and letter mails in time to connect with the express train leaving St. John's on the 24th November.

Members of the public are reminded that gift parcels containing foodstuffs may now be sent to the United Kingdom without restriction as to the amount of food in each parcel or the amount of any one kind of food, provided:

(a) Parcels must be bona fide unsolicited gifts.
(b) Parcels must be clearly marked as gifts.
(c) The gross weight of any one parcel must not exceed 22 pounds.
Gift parcels are subject to United Kingdom Customs regulations.

ACCOUNTING

Anglo (Western Union) Commission and Message Rates on Telegraphic Money Orders to Canada and the United States, D.F. 4000

It is observed that many Postmasters find difficulty in assessing the proper charges on telegraphed Money Orders to places outside Newfoundland. The following instructions, which were sent to all Money Order Offices some time ago on a printed form, are repeated:

TO CANADA

First—Commission

(a) For a Money Order of $25.00 or less the commission is 25 cents plus commission on Postal Money Order.
(b) For a Money Order of over $25.00 and not exceeding $500.00 the commission is 1% of the principal, plus commission of Postal Money Order.
(c) For a Money Order of over $500.00 and not exceeding $1,000.00 the commission is 1% of the first $500.00 and ½ of 1% on the amount in excess thereof, plus commission on Postal Money Order.

Second—Telegraph Charges

The Telegram charge on a Money Order equals the tolls on a fifteen word full rate message to destination. When a Money Order telegram contains a personal or business communication the charge for each word of the communication shall be the additional word rate between the originating and paying points. Message tax of 10 cents must be collected on each Money Order.

Examples.

Category (a) above

Money Order to Sydney, N.S.		$ 20.00
Anglo commission of .25c.		.25
Telegraph charges including tax		1.40
Postal Money Order commission		.20
Total Cost		$ 21.85

Category (b) above

Money Order to Toronto, Ont.		$275.00
Anglo commission of 1% of $275.00		2.75
Telegraph charges including tax		1.60
Postal Money Order commission		1.40
Total Cost		$280.80

Category (c) above

Money Order to Halifax, N.S.		$850.00
Anglo commission 1% of $500.00	$5.00	
and ½ of 1% of $350.00	1.75	
		6.75
Telegraph charges including tax		1.40
Postal Money Order commission		4.35
Total Cost		$862.50

TO UNITED STATES

First—Commission. Same as shown above for Canada.

Second—Telegraph Charges. Same as above for Canada.

Third—Exchange. Until further advised ½% of the principal must be collected on all Money Orders to the United States to cover exchange. This amount is collected in addition to other charges as shown above in the examples. Exchange Table for Money Orders issued on United State may be found on page 1607 of the Post Office Circular, dated 18th July, 1946.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Money Order Forms have been reported stolen:—

New York, A.P.O., 887, Unit 3, N.Y. .... 33,201 to 33,400

Lakeside, Wash. .... 75,374 to 77,000

TELEGRAPHS

Labrador Seasonal Offices, D.F. 3904

Offices have been closed for the season as follows:—

Domino .... 24th October, 1946

Fishing Ships Harbour .... 26th October, 1946

Meteorological Station Opened at Daniels Harbour, D.F. 3140

A primary meteorological station was opened at Daniel's Harbour on the 31st October, 1946. The Postmistress and Operator is the Observer.

Hours for the Transaction of Telegraph Business at Corner Brook D.F. 3413

As from the 1st November, the hours for the transaction of telegraph business at Corner Brook are 8 a.m. to 9 p.m. daily instead of 8 a.m. to midnight as previously.

Telephone Facilities at Main Brook, Hare Bay, D.F. 3901

Arrangements have been made with Bowater's Newfoundland Pulp and Paper Mills, Ltd., whereby that Company has agreed to handle telegrams to and from the public of Main Brook and vicinity. Due to the Bowater's Depot being som edistance from the settlement of Main Brook, it is likely that telegrams destined to that place will be subject to some delay in delivery. Telegrams should, therefore, be accepted at senders risk.

POST OFFICE CIRCULAR.

THURSDAY, 21st NOVEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Come By Chance ... .Mr. Neil Best to be Postmaster and Operator as from the 4th November, 1946.

Cape St. George ... .Mrs. Mary Cornet to be Postmistress and Telephone Attendant as from the 29th October.

Gander ... .Miss Mary Holloway to be Telephone Exchange Operator as from the 30th October, 1946.

Doyles ... .Mr. Stan Burke to be Postmaster and Telephone Attendant as from the 1st November, 1946.

Topsail.... ....Mr. Ronald Harris to be Assistant as from the 7th November, 1946.

High Beach ... .Mrs. Cyril Pittman to be Postmistress and Telephone Attendant as from the 8th November.

TRANSFER

St. Mary's ... . Miss Ella Tarrant, Postmistress and Operator Roddickton, to be Postmistress and Operator St. Mary's as from the 22nd October, 1946.

RETIREMENT

Engineering Branch ... .Mr. Robert Andrews, Line Patrolman, will retire on the 31st December, 1946, on age limit.

COUNTERFEIT $5.00 BANK OF CANADA BILLS, D.F. 3001

Postmasters are warned that counterfeit $5.00 Bank of Canada bills are in circulation and it is possible that some of these bills may reach Newfoundland So far, the serial numbers noted on the counterfeit bills begin with L C 3814, L C 3815, L C 3816, L C 902, M C 106, but it is possible that other serial numbers may be used.

The chief imperfections are as follows:—

1. The numbers in red on the face are irregular and thick and are not of the same dimensions as the original numbers.
2. There is a slight difference in the portrait of the King, especially around the eyes, while the maple leaves at the side of the portrait are noticeably lighter in colour than in the true bill

3. The blue of the underlying tint is different in colour.
4. The printing is grey rather than the jet black of the original.
5. The back of the counterfeit is a slightly darker blue, while the body of the male figure is lighter in colour and not as perfectly outlined and clear cut as in the original.
6. The counterfeit bills are slightly shorter and do not have the irregular greenish dots which appear in the genuine bills as a water mark.
7. The paper on which the counterfeit bill is printed is slightly brittle and of a little lighter weight than is used in the printing of bona fide bills.

Particular care must be exercised to guard against the acceptance of these counterfeit bills

BILLS FOR PAYMENT, D.F. 4006

Postmasters are reminded that the dates during which expenses were incurred for relief work and board, must be shown on bills. In future bills, which do not show this information, will be returned to the official concerned.

REFERENCE NUMBERS ON CORRESPONDENCE, D.F. 3006

All officials, when replying to correspondence from Head Office, should quote the reference number of the letter. This reference number will be found in the top left hand corner of the letter and this number facilitates disposal and proper treatment of the correspondence at Head Office.

MAILS

Christmas Mails for Canada and U.S.A., D.F. 1001

The latest times of posting in St. John's of surface mails addressed to the undermentioned countries in time for delivery before Christmas 1946, are as follows:—

1—CANADA

(a) **Western Provinces:**

Parcels ... 6.00 p.m. Saturday, 30th November
Letters, Cards, etc. ... 9.00 p.m. Saturday, 7th December

(b) **Central Provinces:**

Parcels ... 6.00 p.m. Saturday, 7th December
Letters, Cards, etc ... 6.00 p.m Wednesday, 11th December

(c) **Maritime Provinces:**

Parcels ... 6.00 p.m. Saturday, 14th December
Letters, Cards, etc. ... 6.00 p.m. Monday, 16th December

2—UNITED STATES OF AMERICA

(a) **Central and Western States:**

Parcels ... 6.00 p.m. Friday, 22nd November
Letters, Cards, etc. ... 900 p.m Saturday, 7th December

(b) **Eastern States**

Parcels ... 6.00 p.m. Wednesday, 4th December
Letters, Cards, etc. ... 6.00 p.m. Wednesday, 11th December

Christmas Mails for Newfoundland Except St. John's, 1946, D.F. 1000

The latest time of posting in St. John's of mail addressed to various parts of Newfoundland in time for delivery for Christmas, is as follows:—

(a) Places on the **Straits of Belle Isle** route:—By connection at Corner Brook on or about the 8th December.
(b) **Coastal North** route:—By connection via Corner Brook on or about the 28th November.
(c) Places on the **South West Coast** route:—By connection via Argentia on or about the 4th December.
(d) **Notre Dame Bay North** route:—By connection via Lewisporte on or about the 12th December.

(e) **Notre Dame Bay South** route:—By connection via Lewisporte on or about the 15th December.
(f) **Placentia Bay North route:**—By connection via Argentia on or about the 14th December.
(g) **Placentia Bay West route:**—By connection via Argentia on or about the 7th December.
(h) **Fogo District route:**—By direct steamer from St. John's on the 11th December.
(i) For places on the **Main Line of Railway** and **Bonavista Branch**:—6 p.m. on Tuesday, the 17th December.
(j) For places on the **Avalon Peninsula**:—6 p.m. on Wednesday, the 18th December.
(k) **Bell sland**:—Noon on Wednesday, the 18th December.
NOTE:—**All connections by steamer routes are subject to change.**

Christmas Posting Arrangements, D.F. 1000

Latest posting dates at the St. John's General Post Office and Branch Post Offices, for delivery in the City of St. John's on or before the 24th December, 1946, are as follows:—
Parcels .. .. 5.00 p.m. on Friday, the 20th December, 1946
Greeting Cards, etc..... .... 10.00 p.m. on Saturday, the 21st December, 1946

The General Public are requested to address all correspondence to street address and number, otherwise the Department cannot guarantee delivery. It is also requested that all letters and cards be posted during daylight hours whenever possible.

Taxed Items of Mail, D.F. 1506

Cases have recently come to light in which Postmasters receiving items of mail endorsed, for example T — 30 have collected thirty cents from the addressee upon delivery. This is not proper practice. The 30 in such cases means thirty centimes and only six cents should be collected, that is one cent in respect of each five centimes.

In most cases the amount of tax is shown in centimes but sometimes it is shown in cents. In every case where the amount is shown in cents the word "cents" appears after the figure.

Cessation of Summer and Commencement of Winter Courier Services, D.F. 1416

Postmasters at the offices affected should note the cessation of Summer Courier Services and the commencement of Winter Services as indicated below:—

ROUTE 1

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.

This Service will continue during the Winter on the same basis as during the past summer. See Page 1582 of the Post Office Circular.

ROUTE 2

(a) Heart's Content to Whitbourne; (b) Heart's Content to Brownsdale.

This Service will also continue duinrg the Winter on the same basis as during the past summer. See Page 1582 of the Post Office Circular.

ROUTE 3

Summer Service to Cease:

(a) Carbonear to Grates Cove.
The last trip will be made on Saturday, 30th November, 1946.

Winter Service to Commence:

(a) Carbonear to Ochre Pit Cove; (b) Old Perlican to Ochre Pit Cove.
The first trip will be made on Tuesday, 3rd December, 1946, and each Tuesday and Saturday thereafter until further notice.

(c) Grates Cove to Old Perlican.
The first trip will be made on Monday, 2nd December, 1946, and each Monday, Wednesday and Friday thereafter until further notice.

(d) Red Head Cove to Old Perlican including Bay de Verde.
The Courier will make four trips per week to connect with the Outward and Inward despatches of the Old Perlican to Ochre Pit Cove Courier.

ROUTE 4

Summer Service to Cease

(a) Whitbourne to Bellevue.

The last trip will be made on Friday, 29th November, 1946.

Winter Service to Commence

(a) Norman's Cove to Long Harbour Station; (b) Bellevue to Tickle Harbour Station.

The first trip will be made on Friday, 6th December, 1946, and each Friday thereafter until further notice.

Mails will be despatched by the Express leaving St. John's at 6 p.m. on Thursdays.

ROUTE 5

Summer Service to Cease

(a) Clarenville to Hickman's Harbour; (b) Milton to Thoroughfare; (c) Thoroughfare to Deer Harbour.

The last trip will be made on Tuesday, 26th November, 1946.

Winter Service to Commence:

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour; (c) Milton to Burgoynes Cove.

The first trip will be made on Tuesday, 3rd December, and every Tuesday thereafter until further notice.

Effective 27th November and until further notice mails for Britannia, Thoroughfare, Deer Harbour and Petley will be despatched **"Via Clarenville"** instead of via Milton.

TELEGRAPHS

Service with Austria, D.F. 1306

Advice has been received that Spanish and Roumanian languages may now be used in telegrams to Austria.

Commercial Cable Company Opens Office in Mannheim, Germany

Advice has been received that the Commercial Cable Company has opened an office in Mannheim, Germany, for the handling of Government, Press and Armed Forces telegrams.

Registered Addresses, D.F. 2410

The following regulations govern the registration of Code Addresses:—

"A registered address shall consist of one word of not more than ten letters and the name of the telegraph office of destination. The registered word must be an arbitrary or artificial word and not a proper name or surname."

The local fee for registration is $2.50. The Department assumes no responsibility or liability for failure to deliver messages addressed to surnames without the given name or initial or other particulars necessary to ensure proper deliveries.

Messages with doubtful addresses or with unregistered code addresses should not be displayed to any but the true addressee, therefore delivery of such messages will be effected only with the greatest caution.

ACCOUNTING

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Mattice, Ont. .... 041-75084 to 041-75200

(Office numbered 3602)

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Bondville, Ky. .... 29,765 to 30,000

POST OFFICE CIRCULAR.

THURSDAY, 5th DECEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bloomfield ... .Miss Marie Drover to be Postmistress and Telephone Attendant as from the 15th November, 1946.

Trinity, B.B.... ....Miss Clara Bourne to be Postmistress and Telephone Attendant as from the 1st December, 1946.

Pacquet ... .Miss Audrey Bowers to be Postmistress and Telephone Attendant as from the 26th November, 1946.

Newstead ... .Miss Meta White to be Postmistress and Telephone Attendant as from the 19th November, 1946.

Francois ... .Miss Doris Best to be Postmistress and Operator as from the 23rd November, 1946.

Hampden ... .Miss Mabel Eveleigh to be Postmistress and Telephone Attendant as from the 23rd November, 1946.

Windsor.... ....Miss Bessie Jenkins to be Messenger-Assistant as from the 16th November, 1946.

Woods Island ... . .Mr. I. J. Hackett to be Postmaster and Telephone Attendant as from the 1st December. 1946.

TRANSFERS

Placentia ... .Mr. Ronald Harris, Assistant Topsail, to be Assistant Placentia as from the 26th November.

St. John's Telegraphs ... .Miss Hannah Price, Assistant Grand Falls, to be Operator St. John's as from the 28th November.

Grand Falls ... .Miss Mary O'Neill, Assistant Topsail, to be Assistant Grand Falls as from the 22nd November.

RETIREMENTS

Lower Island Cove ... .Mr. W. J. Morris, Postmaster, will retire on the 31st December, 1946, on medical grounds.

Clattice Harbour.... ....Mrs. Mary Bennett, Postmistress and Telephone Attendant, will retire on the 31st December, 1946, on age limit.

MONEY ORDER FACILITIES INSTALLED

Highlands ... .Money Order facilities were installed at Highlands on the 16th November, 1946.

Postmasters should add this Office to their list of Money Order Offices.

BIRTH CERTIFICATES

All officials who have not already done so, should forward their birth certificates to the Staff Clerk for entry on their personal record.

Certificates will be returned under registered cover when the entry has been made in the record and checked by the Auditors.

The following certificates are on hand but are unidentified. Will the officials who own these certificates advise the Staff Clerk at the earliest possible date. It is suggested that married female officials attach a note to the certificate showing the married name.

Certiciate issued at St. Peter and Pauls Church, Bay Bulls, to Mary Josephine, child of John Maher and Elizabeth Blackler. Born on 5th January, 1887.

Certificate issued at Parish of Lamaline to Mary Olivia, child of James Tuff and Mary Harnett. Born on the 15th May, 1903.

Certificate issued at the Registrar General's Office, St. John's, to Elizabeth Jane Carter, child of William Carter and Susan Carter. Born 18th June, 1894.

Certificate issued at Parish of Greenspond to Henrietta, child of John and Louisa Hoddinott. Born on the 12th September, 1891.

MAILS

Articles for Export by Parcel Post. D.F. 3150

With reference to the notice at Page 1638 of the Post Office Circular in connection with the export of goods by Parcel Post, it should be noted that the five items listed are the exceptions to the prohibited articles. Reference should be made to the following pages of the Post Office Circular 1246, 1362, 1410 and 1455 for full details. For example: It is permissible to export cosmetics, leather goods, jewelry, stationery and any other goods which are not listed as prohibited in the above mentioned pages of the Circular.

List of Magistrates, D.F. 3121

The following is a revised list of Magistrates and their Districts.

District	Position	Name
Bell Island	Assistant Magistrate	G. E. Trickett
Bonavista	District Magistrate	G. Penney
Bonne Bay	Assistant Magistrate	L. P. Walsh
Brookfield	Assistant Magistrate	H. Strong
Carbonear	Assistant Magistrate	C. J. Greene, Ll.B.
Channel	Assistant Magistrate	A. Cramm, B.Sc.
Clarenville	Assistant Magistrate	C. M. Lane
Corner Brook	District Magistrate	N. Short
Corner Brook	Assistant Magistrate	C. A. Sheppard
Ferryland	Assistant Magistrate	J. P. Mulcahy, whose Headquarters will be at Central District Court, St. John's
Grand Bank	District Magistrate	R. M. Sparkes
Grand Falls	District Magistrate	B. J. Abbott
Grand Falls	Assistant Magistrate	H. Noseworthy
Harbour Breton	Assistant Magistrate	E. Jones
Holyrood	District Magistrate	M. E. Hawco
Placentia	District Magistrate	W. J. Linegar

Springdale	Assistant Magistrate	G. W. Clarke, B.Sc.
St. Anthony	District Magistrate	T. J. Wade
St. Georges	Assistant Magistrate	D. J. F. Scott, B.A.
St. John's	Assistant Magistrate and Clerk of the Peace	H. O'Neill
St. John's	Assistant Magistrate	B. White
Twillingate	Assistant Magistrate	A. L. Spracklin

Postage Rate on Christmas Cards, D.F. 1700

The postage rate on Christmas Cards, **unsealed**, for Newfoundland and abroad, is two (2) cents. Full postage is to be paid if the envelope is sealed.

Direct Air Mail Service Between Newfoundland and The United States, D.F. 1102

A direct Air Mail service between Newfoundland and the United States will be inaugurated on the 1st January, 1947. The service will be once daily from Gander to New York and once daily from New York to Gander. The **Air Mail postage rate will be 10 cents per half ounce** and this rate will apply in both countries and will cover carriage by air over the airmail network in the U.S.A.

The present 7 cent rate to the U.S.A. will be discontinued with the introduction of the new service. On and after the 1st January, 1947, letters to the United States bearing less than 10 cents postage per half ounce will be routed by surface means. The existing 7 cent air mail rate to Canada will not be affected.

Arrangements have been made for a suitable official cachet to be applied to all mail carried on the inaugural flight on the 1st January, 1947.

Philatelic mail for transmission by this flight may be handed over the public counters at the office in St. John's or Gander, or sent under cover addressed to the Postmaster at St. John's or Gander. All such items must reach the Post Office at St. John's or Gander not later than 6 p.m. Friday, the 27th December, 1946.

This notice should already have been posted in the Office in a convenient and conspicuous place for the information of the public.

Revised Air Mail Rates, D.F. 1723

Owing to a reduction in transportation charges in respect of Air Mails from the United States to other countries it has been possible to effect appreciable reductions in the rates of postage chargeable in respect of Air Mails sent via the United States with effect as from the 1st January, 1947. The new rates should be written opposite the name of the country concerned in the first column of "Amendments" headed "via U.S.A.", in the special supplement to the Post Office Circular issued on the 18th April, 1946.

The new rates are as follows:—

Country	Rate per ½ oz.	Country	Rate per ½ oz.
Antigua	20c.	Mexico	15c.
Argentina	40c.	Nicaragua	15c.
Bahamas	15c.	Paraguay	40c.
Bolivia	30c.	Panama	15c.
Brazil	35c.	Peru	25c.
British Guiana	25c.	Puerto Rico	15c.
Canal Zone	15c.	Surinan	25c.
Chile	35c.	Trinidad	20c.
Columbia	15c.	Uruguay	40c.
Costa Rica	20c.	Venezuela	15c.
Cuba	15c.	Virgin Islands, U.S.	15c.
Curacao	15c.	Canton Island	35c.
Dominican Republic	15c.	Fiji Island	40c.

Ecuador	25c.	Guam	40c.
El Salvador	15c.	Hawaii	25c.
French Guiana	25c.	Midway Island	30c.
Guatemala	15c.	New Caledonia	45c.
Haiti	15c.	New Zealand	50c.
Honduras	15c.	Philippines	50c.
Jamaica	15c.	Wake Island	35c.

It will be noted that the Service has been extended to certain places not listed in the Post Office Circular of the 18th April, 1946. These places and the appropriate rates should be written on the Circular.

The new rates become effective on the **1st January, 1947.**

ACCOUNTING
War Savings Certificates, D.F. 4005

Holders of War Savings Certificates which have reached maturity, i.e., six years from the date of issue, are advised that these certfiicates will be redeemed by the Government through the Newfoundland Savings Bank.

Certificates must not be sent to the Cashier, Head Office, for redemption.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Newark, Calif.	169,375 to 170,000
Damascus, Ohio.	50,801 to 52,000
Alto, La.	56,664 to 56,800
Red Springs, Tex.	21,551 to 22,000
Corydon, Ky.	122,801 to 124,000

TELEGRAPHS
Labrador Seasonal Office, D.F. 3904

Hawkes Harbour closed for the season on the 16th November, 1946.

Office Hours During Christmas Pressure Period

Offices shall open from 7 p.m. to 8 p.m. for the acceptance of telegrams from the 21st December (Saturday) and each day thereafter except on Sundays and holidays, unless traffic conditions permit otherwise, until Thursday, 2nd January, both dates inclusive. It may, however, be found necessary to open offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will open to the public on the holidays during the period as follows:—

Christmas Day, 25th December	9 a.m. to 10 a.m.
Boxing Day, 26th December	9 a.m. to Noon
New Year's Day, 1st January	9 a.m. to 10 a.m.

The regulations governing the acceptance of telegrams on Sundays will apply to Christmas and New Year's Day.

Offices will be released as soon after closing hours as traffic conditions permit.

Free Delivery of Telegrams, DF 2413

The following regulations regarding the free delivery of telegrams are repeated for information:

"The limit of free delivery of telegrams is as follows: Where there is no messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

"When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special messenger.

"In every case confirmation of delivery must be obtained."

POST OFFICE CIRCULAR.

THURSDAY, 19th DECEMBER, 1946

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

I welcome the opportunity provided by this Circular to wish you one and all a Merry Christmas and a Happy New Year.

W. S. RODDIS,
Secretary.

APPOINTMENTS

Southern Arm ... Mr. William Inder to be Telephone Attendant as from the 27th October, 1946.

Engineering Branch ... Mr. Herbert Gill to be Skilled Workman, Class III, as from the 2nd December, 1946.

Gander ... Miss Ruth March to be Telephone Exchange Operator as from the 29th November, 1946.

Western Arm ... Mr. Sidney Norman to be Postmaster and Telephone Attendant as from the 29th November, 1946.

Herring Neck ... Miss Myrtle Miles to be Postmistress and Operator as from the 1st January, 1947.

Cards Harbour ... Mrs. Annie Williams to be Postmistress and Telephone Attendant as from the 2nd December.

Harbour Deep ... Miss Phyllis Ropson to be Postmistress and Operator as from the 26th November, 1946.

Riverhead, Harbour Grace ... Miss Marie Kelly, to be Postmistress as from the 2nd December, 1946.

Horwood ... Miss Florence Wells to be Postmistress and Telephone Attendant as from the 1st January.

Corner Brook ... Miss Stella Doyle to be Assistant as from the 1st January, 1947.

Swift Current ... Mrs. H. D. Beck to be Postmistress and Telephone Attendant as from the 17th October, 1946.

Wild Bight, N.D.B. ... Mrs. R. J. Young to be Postmistress and Telephone Attendant as from the 12th December.

TRANSFER

Roddickton ... Mr. F. R. Simms, Postmaster and Operator Harbour Deep, to be Postmaster and Operator Roddickton as from the 28th November, 1946.

PROMOTION

Harbour Buffett ... Miss Ivy Ingram, Messenger to be Assistant as from the 1st January, 1947.

OFFICES OPENED

Cards Harbour ... A Postal (non-Money Order) and Telephone Office was opened at Cards Harbour on the 2nd December, 1946. The nearest Money Order Office is Triton. Telegraph traffic will circulate through Pilley's Island.

Wild Bight ... .A Postal (non-Money Order) and Telephone Office was opened at Wild Bight, N.D.B., on the 12th December, 1946. The nearest Money Order Office is Little Bay, N.D.B., through which Office telegraph traffic will circulate.

Western Arm. .. .. The Postal and Telephone Office which was closed on the 13th June, 1946, was re-opened on the 29th November, 1946.

FACILITIES INSTALLED

Swift Current ... . Postal facilities (non-Money Order) were installed at Swift Current on the 17th October, 1946. The nearest Money Order Office is Sound Island.

OFFICE CLOSED

Gooseberry Island ... . Postal facilities will be suspended at Gooseberry Island as from the 31st December, 1946, until further notice.

SPECIAL LEAVE, D.F. 3001

With reference to the notice at page 1530 of the Post Office Circular of the 25th October, 1945, under the above caption, the regulations governing Special Leave have been revised as follows:—

"Special leave with pay may be made only with the prior assent (oral, if necessary, to be confirmed by written request for formal authority) of the Department of Finance. Awards of such leave for purely personal reasons will be confined to (a) cases of bereavement in the near family of the officers concerned, (b) cases of serious illness in the immediate family of the officers concerned, when it is shown to the Department of Finance that the officer's domestic circumstances are such as to require his or her presence at home during working hours, and (c) cases of contagious illness in the officer's residence, as a result of which the officer is placed in quarantine.

"Awards of special leave without pay may be made in exceptional cases under authority of the Commissioner for the Department concerned."

All officials are advised that permission for special leave must not be made direct to the Department of Finance but through their immediate officer who will forward the request to the Secretary of this Department for consideration.

ACCUMULATION OF ANNUAL LEAVE, D.F. 3001

The following notice with reference to the accumulation of leave is published in order to prevent officials, who did not have leave in 1946 and who expect four weeks in 1947, from disappointment. The following regulations must be complied with:

"Members of the Post Office Staff residing in the Outports, who wish to have their annual leave deferred from one year to the following year so that they may accumulate leave of four weeks to visit relatives or friends in distant settlements, should make application to the Secretary before the 31st December in any year and give the reason for the request. (It should be noted that the leave year is from the 1st January to the 31st December)."

This does not constitute a general concession for the staff to postpone their leave in any one year in order to have four weeks leave in the following year. It would be impossible to grant such a general concession. The difficulties of leave substitution which are already considerable, would be greatly increased. Each application which may be made will be considered strictly on its merits and will be subject to the overriding consideration of the exigencies of the public service.

Where annual leave is cancelled for the staff in general owing to some unforseen cause or causes, members must understand that this cancellation does not constitute a right to demand four weeks the following year.

MAILS

Articles for Export by Parcel Post, D.F. 3150

The Defence (Control of Export) Regulations, No. 2, 1944, have been amended to include all types of soaps in the schedule of commodities which may not be exported except with a permit from the Commissioner for Supply.

Listed below are the types of soap concerned which are prohibited for export under these regulations:

Medicated soap
Toilet or fancy soap
Laundry soap
Powdered or flakes soap
Shaving creams, powders, cakes and sticks.
Scouring bricks, pastes and powders.
Household washing powders.
Shampoos
Other soaps including liquid, lubricating, dyeing, oil and saddle soap.

Postmasters must not accept parcels for export outside Newfoundland which are known to contain soaps as listed and this information should be brought to the notice of the public.

These regulations do not apply to parcels to the United Kingdom of Great Britain and Northern Ireland to which places soaps may be sent in accordance with the regulations recently issued regarding gift parcels.

Final Sailings of Coastal Steamers, D.F. 1422

The following information has been supplied by the Newfoundland Railway in regard to the final sailings of the coastal steamers for this season:—

NORTHERN RANGER ... Leaving St. John's for ports to Corner Brook on the 19th December.

CLARENVILLE ... Leaving Corner Brook for Straits ports on the 23rd December.

CLYDE ... Leaving Lewisporte for Green Bay ports on the 20th December.
Leaving Lewisporte for Notre Dame Bay ports on the 28th December and will come to St. John's from the last port of call.

GLENCOE ... Leaving St. John's for ports to Lewisporte on the 21st December.
Leaving Lewisporte for ports to St. John's on the 30th December, 1946.

ACCOUNTING

Date Stamping Cheques, D.F. 4006

Postmasters are requested to date stamp all cheques which are remitted to the Cashier, Head Office, and to the Bank of Montreal. Considerable inconvenience is caused by the failure of Postmasters to do this as, without the date stamp on the back of the cheque, there is no means by which it is possible to determine which office remitted the cheque.

Endorsement of Cheques, D.F. 4006

Instructions are issued from time to time on the proper method of endorsing cheques but in spite of these instructions cheques continue to be received by the Cashier and the Bank of Montreal which are improperly endorsed.

Cheques must be endorsed exactly as drawn. For example: if a cheque is drawn in favor of Thomas Brown & Sons, it must be endorsed "Thomas Brown & Sons, per Thomas Brown." It is not sufficient to endorse the cheque as "Thomas Brown & Sons." An authorized member of the firm must sign the cheque in addition to the name of the firm. Other examples are incorrectly spelled names on the face of the cheque and endorsed differently. A cheque may be drawn in favour Thomas Nicholle but endorsed as Thomas Nichols. In such cases the cheque

should be endorsed "Thomas Nicholle" and underneath this endorsement the correct spelling of the name, i.e., "Thomas Nichols", should be given.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Grand Rapids, Sta. 27, Mich.	18,855 to 19,000
Hayward, Sta. 1, Calif.	60,468 to 60,600
Guanica, P.R.	85,986 to 86,000
Miami, Sta. 3, Fla	52,503 to 52,600

TELEGRAPHS

Telegrams to British Forces in France, D.F. 1306

Advice has been received that all classes of public telegrams in plain language, including GLT but excluding E.F.M. for the present, may be accepted, addressed to members of the British Forces in France at same rates as to the United Kingdom. The address "British Forces in France" must be written and transmitted but counted as one chargeable word only.

Acceptance of Collect Telegrams for Government Departments, D.F. 2414

Attention is again drawn to the instructions regarding the acceptance of "collect" telegrams for Government Departments, which state that such telegrams must not be accepted except from authorized officials. These instructions also apply to the Department of Civil Re-Establishment.

Errors in Figures and Figure Words in Telegrams, D.F. 2414

Attention is drawn to the regulation governing the transmission of figures and figure words in telegrams which have appeared in several issues of the Post Office Circular. The regulations read, in part, as follows:—

"Figures appearing in telegrams must be repeated in words at the end of a message by the sending operator and figure words repeated in figures. No excuse will be accepted for errors after this date."

As errors are still occurring it is obvious that the regulation which should be a sufficient safeguard against their recurrences is not being strictly followed and more drastic disciplinary action than heretofore taken against operators responsible, will have to be considered.

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REFERENCE

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REFERENCE

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